BAILEY DONNALLY

STUDENT HANDBOOK

FOREST WAYS

1990

1991

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LAKE FOREST COLLEGE

FOREST WAYS

1990-1991

This booklet belongs to:

_____

_____

Campus Address:_____

Phone:_____

LAKE FOREST COLLEGE CALENDAR 1990-91

FALL TERM 1990

August	26	Residence halls open for new students/ Orientation begins
August	28	Residence halls open for returning students
August	29	Registration
August	30	Classes begin
September	3	Labor Day (Classes Held)
September	12	Last day for permissible change of registration
September	12	Last day to register for credit/ D/fail option
October	5-7	Homecoming
October	12-14	Family Weekend
October	20-23	Mid-term break
October	24	Last day for approved withdrawal from a course with an automatic "W"
October	26	Mid-term grade report due
November	22	Thanksgiving (no classes)
November	23	No classes
December	11	Last day of class
December	12-13	Reading Days
December	14-15	Final Exams
December	16	Reading Day
December	17-19	Final Exams
December	20	Residence halls close at noon
December	21	Final Grades Due
December	20 - January 14	Winter Recess

SPRING TERM 1991

January	13	Residence halls open/Orientation begins
January	14	Registration
January	15	Classes Begin
January	28	Last day for permissible change of registration
January	28	Last day to register for credit/ D/fail option
March	9-17	Spring Recess
March	18	Last day for approved withdrawal from a course with an automatic "W"
March	20	Mid-term grade report due
April	29	Last day of class
April	30 - May 1	Reading Days
May	2-3	Final Exams
May	4-5	Reading Days
May	6-8	Final Exams
May	9	Senior Final Grades Due
May	9	Residence halls close at 5 p.m. for underclassmen
May	11	Commencement
May	12	Residence halls close at noon for seniors
May	13	Underclassman Grades Due

Note: Residence Halls will be closed during the Winter Recess; Food Service will be closed during the Spring Recess.

August 1, 1990

Dear Students of Lake Forest College,

Whether coming to this campusfor the first time or returning here after a few months absence, welcome! You have made an important choice in deciding to involve yourself with Lake Forest College as it enters a new decade.

You are here at the time of new an exciting developments:
-- the Freshmen Studies program;
-- the pilot core science course;
-- the opening of the new science wing.

You are here for a year offering numerous opportunities to be involved:
-- in class and out of class learning;
-- volunteer programs and organizational involvement;
-- varsity sports and intramural competition.

You are part of a multidimentional community:
-- a learning community, whose primary goal is your growth in both knowledge and wisdom;
-- a just community, where your rights are protected;
-- an open community, where divergent views can be heard;
-- a disciplined community, where responsability is crucial;
-- a caring community, where people are more than numbers;
-- a celebrative community, where joy and laughter are at home;
-- an involving community, one that will be incomplete without your unique contribution and participation.

My office is here to make this year an outstanding one for you. Let me know if there is anyway I can help you.

Sincerely,

Ron Miller
Dean of Students

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SECTION I

MISSION STATEMENT

At Lake Forest College we are dedicated to providing a liberal arts education that will be of enduring value in the lives of our graduates. We seek to foster students' capacity for effectiveness and productivity so that they will be prepared for lives of accomplishment and fulfillment. We are committed to maintaining a college community that encourages a diverse population to live harmoniously and promotes responsible citizenship and dedication to intellectual and personal goals. We also endeavor to serve the larger communities of town and society. The purpose of this statement is to describe these related goals.

Our ideal is an education with breadth; we encourage students to extend their intellectual horizons to many areas in the arts, the humanities, and the natural and social sciences. It is an education that requires depth; students must develop expertise in their chosen disciplines. It nurtures curiosity and inspires discovery and learning. This education helps individuals to think — to be logical and analytical, to be imaginative and creative. It emphasizes effective communication both in writing and in speaking. It encourages quantitative thinking and intelligent use of data and information. It values scientific knowledge and an aesthetic sense. It is an education that explores the nature of both individuals and cultures, to promote understanding of and sensitivity to the diversity of humankind. It stresses values — ethical, moral, and social — and demands the examination and refinement of those values.

An important tenet of our faith in liberal arts education is that it is practical. It enables people to examine issues from a variety of perspectives, it provides the intellectual tools to solve problems in a distinctive way, and it fosters the will to do so. Lake Forest specifically designs its academic programs and its college life to help its graduates become "doers" as well as "thinkers," to become effective and productive members of their communities. The tools of research, reasoning, and communication become the foundation for a life of active contribution to society in the arts, business, politics, the professions, science or technology.

To accomplish these goals we nurture in our students certain traits, skills, and inclinations. We urge students to be purposeful, to establish and focus on goals, to make choices and to reach conclusions. Our curriculum encourages students to attempt to do things that have clear and measurable consequences and to take appropriate actions that will lead to the results they desire. The Western academic tradition has tended to foster work and achievement by the individual, but in a complex world it is frequently necessary to bring together the experience of several people to solve problems. Therefore, at Lake Forest College, students learn to work in groups, and learn to speak and write both to convey information and to persuade.

Lake Forest College's commitment to these ideals requires the maintenance and continued development of its educational resources, both material and human. In the faculty, a key resource, we emphasize not only talent and dedication in teaching and advising, but also accomplishment in research and publication or creative achievements. We foster the intellectual vitality of our faculty and have an abiding concern for academic freedom.

Lake Forest College emphasizes individual choice and initiative, coupled with a strong sense of responsibility. In discussion with faculty members, students are encouraged to design academic programs that meet their own needs and the College's ideals. Except for the requirements of their academic majors, students are free to choose their own courses. Since Lake Forest College is a predominantly residential college, we maintain a rich and varied co-curriculum for a student body diverse in race, background, and interests. Responsibility, choice, and initiative, indeed all of our ideals, are pursued in college life outside of the curriculum. Living together in residence halls and governing themselves, students learn the importance of forming a community in an atmosphere of diversity. Competing on the playing fields and cooperating in clubs and organizations, and in less formal settings, students learn about and from each other.

We have committed Lake Forest College to leadership among private liberal arts colleges. Individuals educated in accordance with our liberal arts ideal will, regardless of their personalities, interests, and careers, share a common set of characteristics. They will have grown in awareness, knowledge, and wisdom. They will have developed a lifelong commitment to learning, a capacity for productive endeavor, an ability to effect change, a set of reasoned principles to guide their lives, a concern for what is right, and the will to change what is not.

CAMPUS ORGANIZATIONS & AWARDS

STUDENT GOVERNMENT

History

The first Lake Forest College student body self-governing organization was the Student Council, which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from the Student Association and Student Congress of the 1930's to the Community Government Association (CGA) of the 1960's.

The current Student Government, established in 1972, is composed of the General Assembly (GA) and its subcommittees, the Executive Committee (EC), and the three SG officers: the President, Vice-President, and Treasurer. Student members of other college governance committees also play an active and important role in the Student Government. In addition, campus organizations are supported by Student Government.

Student Government Offices

The Student Government Office is located in Commons and is open regularly Monday through Friday. Everyone is encouraged and welcome to stop by. Address any correspondence to Student Government, or call 234-3100, ext 451.

Elections and Appointments

Student Government officers are elected in the fall, and most campus organization leaders and governance committee members are chosen in the spring. (Consult the SG Constitution, governance election sections, and organization write-ups for details.) There are many ways to be involved in Student Government without running for an elective office. Throughout the year SG will post notices announcing various committee openings. Applications for most organization positions are provided by Student Government. Petitions, when necessary, are to be signed by 25 full-time LFC students and are provided by the Dean of Students Office. All full-time LFC students are eligible to run for office.

Minutes

Minutes are posted on the Commons bulletin board. Any student interested in receiving current minutes for any of the college governance committees should contact Student Government.

Students and the Board of Trustees

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through five standing commit-

August 25/26	Sat/Sun	Residence halls open for new students Orientation Begins
August 27	Monday	
August 28	Tuesday	Residence halls open for returning students
August 29	Wednesday	Registration
August 30	Thursday	Classes Begin
August 31	Friday	

tees, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, the Student Government President and Vice-President, serve as voting members on the full Board. The standing committees of the Board of Trustees on which students serve are composed as follows:

1. two student recommendations to the President at the beginning of the school year by the Student Government Executive Committee,
2. one alumni representative,
3. two faculty members appointed by the President,
4. an officer or staff assistant of the College appointed by the President to serve as ex officio Secretary of the committees, and
5. trustees appointed by the Chairperson of the Board of Trustees.

The committees and their functions are outlined below.

Committee on Academic Affairs - recommends educational policies, faculty appointments, promotions and salaries, and candidates for honorary degrees.

Committee on Budget and Audit - recommends fiscal policy, sale of off-campus real estate, and selection of auditors. It deals with the College budget, tuition, and an examination of the College's insurance coverage.

Committee on Property and Operations - recommends policies for the administration of campus grounds and buildings.

Committee on Investments - selects a fund manager, establishes investment policy, reviews performance, and makes decisions relative to all College investments.

Committee on Student Affairs - makes recommendations to the full Board of Trustees on student life and welfare.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to the full Board, although some, such as the Investment Committee and the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other group's policies, problems and viewpoints.

September 1/2	Sat/Sun
September 3	Monday Labor Day (Classes Held)
Labor Day	
September 4	Tuesday
September 5	Wednesday
September 6	Thursday
September 7	Friday

CAMPUS ORGANIZATIONS, CLUBS, GROUPS

ACCESS [African Americans & Others Committed to an (Open Community) for Equality, (Cultural) Sensitivity & Service]

The purpose of ACCESS is to make LFC students more aware of black culture. ACCESS hopes to accomplish this through presenting campus-wide activities that will enrich the student body as a whole.

ACCESS activities include a fall orientation for Black students, a fall open house for prospective students, Black Cultural Week, and Senior Send-off.

Alpha Chi

Alpha Chi is a fraternity founded at Lake Forest College in 1983. Its primary goals and philosophy are based upon academic excellence and a concern with the betterment of the college community. Membership is based on potential leadership qualities, academic excellence, and athletic activities. We are always looking for any individuals who wish to keep Alpha Chi a leader among campus fraternities. Interested men should inquire at the third floor annex of Harlan Hall.

Alpha Pi Delta

Alpha Pi Delta is a sorority which serves both a social and a philanthropic purpose. The members are interested in organizing social activities for themselves and for the community at large. Alpha Pi Delta seeks to participate in projects and activities which will help others, including: the Lake County Marathon, Open House, and Needy Family Dinners at Thanksgiving and Christmas.

Alternative Weekend Entertainment (AWE)

Alternative Weekend Entertainment (AWE) gives students, staff and faculty the opportunity to organize activities that offer an alternative to the normal weekend routine. Activities are of the non-alcoholic nature and are planned by members. AWE makes it possible for weekend shopping sprees, bowling, movies, evenings in Chicago, or whereever the students' imagination takes them. Most activities sponsered by AWE are open to the entire campus.

Ambassadors

The Ambassadors are a group of students who provide services for prospective students and their families. These services include walking tours of the campus and assistance with Fall and Spring Open Houses. New Ambassadors are selected each spring from a group of Ambassador Apprentices. Any and all

September 8/9	Sat/Sun	
September 10	Monday	
September 11	Tuesday	
September 12	Wednesday	Last day for permissible change of registration Last day to register for credit/ D/ fail option
September 13	Thursday	
September 14	Friday	

students are welcome to volunteer as Ambassador Apprentices. Any and all students interested in serving as an Ambassador Apprentice are encouraged to stop by the Admissions Office for further information.

American Marketing Association

The College Chapter of the American Marketing Association is concerned with the promotion, study, and research of scientific thinking about marketing and business issues. The organization sponsors informational programs and other activities about business, marketing, and career preparation. AMA projects have included field research such as taste tests, career roundtable discussions with representatives from businesses and other organizations, and a speakers program featuring advertising and marketing executives.

Amnesty International, Group 177

Amnesty International works for the release of Prisoners of Conscience. These are men and women who have been imprisoned anywhere for their beliefs, color, ethnic origin or religion, provided they have never used or advocated violence. The College Chapter, Adoption Group 177, works for individual prisoners as well as general campaigns against human rights abuses.

Beta Triton

Beta Triton (BT), is a fraternity headquartered in McClure Hall which provides the College with numerous social and community-oriented functions throughout the year. Members are expected to pay dues, attend all meetings, participate in all group functions, as well as uphold the goals and policies of the College.

Brotherhood

The Brotherhood is a fraternity that is committed to serving the College community. Providing a social outlet for everyone is one function, but the camaraderie shared by its members is what makes it such a strong group. The doors of the Brotherhood are always open to anyone who wishes to visit.

Campus Entertainment Committee (CEC)

The Campus Entertainment Committee is composed of volunteer students and the Director of Campus Activities. The CEC is responsible for planning dances, concerts, and other weekend entertainment. CEC also has major involvement in Homecoming and RA Weekend. The CEC Chairperson is selected each spring from among the membership.

Choir

The Choir gives interested students the opportunity to cultivate and refine musical talents through the performance of quality choral literature. There are usually various appearances throughout the year both inside and outside the

September 15/16	Sat/Sun
September 17	Monday
September 18	Tuesday
September 19	Wednesday
September 20	Thursday
Rosh Hashanah	
September 21	Friday

College community. Admission to the choir is by audition and regular attendance is mandatory. For further information please contact the Choir Director.

Club Sports Committee

The Club Sports Committee is a joint student/administrative committee that receives matching funds from both the Student Government and the College to support a comprehensive club sports program. Student Government refers funding requests for sports-related activities to this committee.

There are four members of the Club Sports Committee, including one student from the student body at large. This student is selected by the Executive Committee of Student Government in the spring term prior to the year that the student will serve on the Club Sports Committee. Applications are available to all students returning for the following academic year. The selection of the student member of the Club Sports Committee takes place at the same time as selections to the Trustee committees in the spring term. Other members of the Club Sports Committee include representatives from the Athletic Department, Student Government, and the Administration. Applications for Club Sports funds should be forwarded to the Club Sports Committee. These funds shall be distributed at the discretion of the Club Sports Committee.

Collages

Collages is published in the spring of each academic year and represents the fond efforts of both students and faculty in the Department of Foreign Languages. The purpose of the magazine is to share with its readers the literary ideas of its contributors, and to provide encouragement to students of French, German, and Spanish at all levels by making available to them a vehicle for the expression of literary attempts in all three languages. Anyone interested in contributing or finding out more should contact the president of Phi Sigma Iota or its faculty advisor.

Convocation Series

This Tuesday morning series provides a balanced schedule of events which are informative, stimulating, and sometimes controversial. It consists primarily of speakers representing varied interests, disciplines and professions, but also includes cultural programs. Students interested in becoming involved should contact the Dean of Students Office.

Debate Circle

A group dedicated to debating, according to national collegiate rules, important issues not only in the nation and the world, but important social issues of undergraduate life at Lake Forest College.

Debate Circle is currently an intramural group, but we hope to compete with other schools within a year. In the spring, we have an outing to Northwestern

September 22/23	Sat/Sun
September 24	Monday
September 25	Tuesday
September 26	Wednesday
September 27	Thursday
September 28	Friday

University to watch and listen to their team debate the Oxford Union (from Oxford University in England—some of the wittiest debaters in the English language).

Film Group

The Film Group supplies LFC with film presentations that fulfill the entertainment, curricular, and cultural needs of the students. It is responsible for both the Friday and Saturday night entertainment films and Sunday classics.

The Film Group is composed of students and faculty, and new members are always welcome. The outgoing Film Group elects the new student chairperson.

Food Service Committee

The Food Service Committee is a committee of Student Government which meets regularly with Food Service Management and monitors all on-campus operations of the food service contractor. The Committee provides a forum in which suggestions and recommendations may be aired and forwarded to food service personnel for their action. The Executive Committee of the Student Government will appoint three students (two of whom must be General Assembly members) to oversee the Committee and report back to the General Assembly on a weekly basis. These three students will in turn form a committee which will be open to no more than ten interested students from the Lake Forest College community, a representative from the Dean of Students Office, and a representative from the food service who will sit ex officio. The Committee, once formed, will elect its own Chairperson.

French Club

The French Club has as its goal to give the students a better understanding of French culture through their participating in a number of cultural activities either on campus or in the greater Chicago area. The club is open to all members of the College community who are interested in increasing their knowledge of the French language and culture. For further information contact the French Department.

Gamma Phi Omega

Gamma Phi Omega was founded in 1988 as an organization for women and became a sorority in the Fall of 1989. The goals of this group include promoting diversity, providing service for the community, and expanding opportunities for women. Gamma Phi Omega's members are committed to academic achievement and actively supporting College activities. Women interested in learning more about Gamma Phi Omega may contact any active member.

Gamma Rho Delta

Gamma Rho Delta is a sorority committed to developing the spirit of sisterhood among members and dedication to Lake Forest College. Open and private

September 29/30	Sat/Sun
Yom Kippur	
October 1	Monday
October 2	Tuesday
October 3	Wednesday
October 4	Thursday
October 5	Friday Homecoming

parties given throughout the year seek to enhance the social atmosphere of the campus. Women interested in finding out more about Gamma Rho Delta may contact any active member.

Garrick Players

The LFC theatre group, the Garrick Players, is the oldest continuous collegiate theatre organization in Illinois. The 1977-78 season marked the opening of the new Garrick home, the Allan Carr Theatre in Hixon Hall. The old building has been remodeled into a new flexible theatre facility with a large variety of staging and creative possibilities. In addition to the faculty-directed shows, there are also student-directed and student-written productions.

The Garrick Players are governed by the Garrick Executive Board. The Board consists of seven students elected each spring by the voting members of the Garrick Players organization, and is advised by the faculty director. One of the seven Board members is elected by the new Board to serve as chairperson.

Hispanic Circle

Hispanic Circle seeks to assist the community interested in the Spanish language and culture through a series of cultural, social and recreational activities. Hispanic Circle awards a yearly prize to the winner of an essay writing contest, the Maria Velez de Berliner/Spanish Club Award. It is presented during the Spring Awards Convocation.

House of Soul

The House of Soul is a residential group for students of LFC. As a unified group, they seek to make the College appreciative of diversity and aware of the intercultural opportunities the College offers. The House seeks to give Black students a sense of identity and community. Students wanting to find out more about the House of Soul should stop by the lounge in Roberts Hall or contact any member.

International Student Organization (ISO)

ISO brings together international students and other students with diverse cultural interests. This union provides a supportive community for students and is intended to further an awareness and understanding of various cultures within the group and the College community. All interested students are warmly welcomed as members of ISO.

Lilace Reid Barnes Interfaith Center (IFC)

The purpose of the IFC is to facilitate the spiritual and cultural growth of Lake Forest College students in a context reflecting the pluralism of campus life. A student steering committee suggests and implements programs to meet current campus needs. Activities sponsored include weekly Torah and Bible studies (conducted in an academic manner), Tai Chi, Yoga, denominational services on

October 6/7	Sat/Sun Homecoming
October 8	Monday
Columbus Day	
October 9	Tuesday
October 10	Wednesday
October 11	Thursday
October 12	Friday Family Weekend

Sunday evenings and daily meditation. Special activities include international folk dances, a Party for Peace and human interest videos. The IFC also heads two major outreach programs: a yearly Fast for World Harvest project coordinated through Oxfam and a home repair project in Appalachia involving student volunteers during spring break. The faculty coordinator serves as liaison with the Dean of Students Office, the student steering committee, and the local clergy who minister to various denominations of students.

Phi Pi Epsilon

Phi Pi Epsilon, established at LFC in 1895, is the "oldest local fraternity in the United States." It is currently headquartered in Bradley Lodge. The brothers of Phi Pi Epsilon are involved in many campus organizations and athletic teams. Phi Pi Epsilon pledges are selected and initiated in the spring. Interested students are encouraged to stop by Bradley Lodge.

Prelaw Association

The Prelaw Association was reestablished in 1987. The Association sends a team to the Undergraduate Mock Trial Competition, held at Drake University, each February. Any students willing to train for the event are eligible. The Association will also sponsor events of interest to students considering law school.

Red and Black

Red and Black is an academic residence established in 1988 by the College Life Advisory Board. A selection committee consisting of faculty mentors, senior Red and Black Fellows, and the Dean of Students in an ex officio capacity, approves candidates to live in this residence on the basis of: academic excellence, faculty recommendations, and a commitment to promoting cultural and intellectual activities in the context of an academic support community. The aim of Red and Black is to enhance the academic and cultural environment of the College through: providing an atmosphere of peer support and leadership for academic endeavors, making academic and cultural events accessible to the College community, promoting interaction between faculty and students, and providing a forum for all students interested in taking an active role in understanding and shaping campus policy.

Senior 25

Senior 25 consists of students selected by the Dean of Students staff in the spring term preceding their senior year. Selections are made from nominations by all campus organizations and teams. Nominees must be current juniors in good academic (minimum cumulative G.P.A. of 2.5) and judicial standing, exhibiting qualities of leadership, and working positively in the College community as exemplary role models. They are officially recognized at the Fall Convocation at the beginning of their senior year and meet in various capacities throughout the year.

October 13/14	Sat/Sun Family Weekend
October 15	Monday
October 16	Tuesday
October 17	Wednesday
October 18	Thursday
October 19	Friday

Social Services Organization

The purpose of the Social Services Organization at Lake Forest College is to provide students with opportunities for community service through volunteer work. Examples include aiding handicapped children, sponsoring parties at homes for the elderly, and conducting field trips to social agencies. The Social Services Organization is open to all persons who are interested in volunteer work, regardless of major or career orientation.

Society of Physics Students

The Society of Physics Students keeps members informed on recent developments in physics and astronomy, providing a time when topics brought up in regular class discussion can be expanded upon. The group invites outside guests and faculty members to speak on relevant scientific topics, and organizes outings to such places as the Argonne National Lab, Yerkes Observatory, and Fermi Lab. All those interested in joining SPS should contact either one of the officers or the Physics Department.

Speaker/Lecture/Fine Arts Board (SLFA)

The Speaker/Lecture/Fine Arts Board was created during the 1975-76 academic year by the Executive Committee and the Dean of Students Office. It is a student/faculty/administration committee jointly funded by Student Government and the College. The Board is composed of two students, two faculty members, and one representative of the Dean of Students Office.

1. The SLFA is responsible for offering a balanced program. It is expected that every effort will be made to support and, where necessary, develop the following areas: dance, dramatic programs, musical programs, speakers and exhibits.
2. The SLFA will not fund programs which are, in the judgment of the board, in the exclusive interest of a particular department or group.
3. It is designed to serve the following constituents in order of priority listed: a. Students, b. Faculty, and c. Community.
4. Requests are welcome from all sources, including SLFA members. A group funded for a particular program must agree to accept responsibility for publicity, promotion, implementation, and other follow-up duties. (Persons requesting assistance may contact the Campus Activities Office.)
5. The SLFA board is responsible for providing program applications and evaluation forms to be completed by SLFA members attending the function and persons responsible for initiating the function. The materials are to be kept by the Campus Activities Office and are available to all campus members.

October 20/21	Sat/Sun	Mid-term break
October 22	Monday	Mid-term break
October 23	Tuesday	Mid-term break
October 24	Wednesday	Last day for approved withdrawl from a course with an automatic "W"
October 25	Thursday	
October 26	Friday	Mid-term break report due

Stentor

The Stentor, Lake Forest College's student newspaper, was published for the first time during the 1886-87 academic year and has been published bimonthly or weekly since. The newspaper covers campus events, provides editorial opinions, and offers a means of expression for the entire Lake Forest College community. Although most of the staff is comprised of reporters, there are other ways that students may be involved with *The Stentor*. Students with an interest in any area of the newspaper are encouraged to talk to the editor of a department. Students are welcome to join the staff anytime during the year. Editors are selected by a vote of the Editorial Board each November. Those elected editors then serve one complete year.

The Stentor office is located in the lower level of Commons, adjacent to the Game Room.

Student Affiliates of the American Chemical Society (SAACS)

The Student Affiliates of the American Chemical society is an organization that sponsors activities designed to promote a greater understanding and appreciation of chemistry. In the spring, SAACS also sponsors a student research symposium that not only provides students with an opportunity to present their independent work, but also serves to inform and inspire other students to participate in chemistry. Any student interested in joining should contact one of the officers.

Tusitala

Tusitala provides an outlet for student poets, prose writers, photographers, and artists. *Tusitala* was first published in January of 1935. Students who enjoy a personal involvement with literature are encouraged to join the staff, submit material, or both. If interested, contact the editor or the faculty advisor.

WMXM

WMXM is the College's FM radio station located in the lower level of Commons. The 300-watt station broadcasts at 88.9 on the FM dial and is under license by the FCC to the Board of Trustees of Lake Forest College.

The station is managed entirely by students and is on the air every day. There are opportunities for aspiring deejays, newswriters and reporters, sportscasters, production assistants, salespeople, and publicity people. Interested students are encouraged to attend meetings and to drop by the station for more information.

Women's Issues Table (WIT)

A consciousness-raising group, that is, a discussion table, an information distributor, and a program sponsor which focuses on issues regarding the conditions, images, and concerns of women. Membership is open to all and presently consists of women and men, students and faculty.

October 27/28	Sat/Sun
October 29	Monday
October 30	Tuesday
October 31	Wednesday
	Halloween
November 1	Thursday
November 26	Friday

Yearbook *(The Forester)*

Each year the yearbook staff sets out to produce a book that depicts the flavor of life for students, faculty, and administration as they engage in social and academic activities on campus. Through the use of pictures and words, the staff works toward assembling a publication which will contain many lasting memories. The editors for the coming year are elected by the staff each spring.

HONORARY SOCIETIES

Alpha Psi Omega, (Dramatics)

Alpha Psi Omega is a national dramatics honorary society dedicated to the promotion and recognition of excellence in college theatre.

Lake Forest College's Nu Sigma Chapter was established in 1954 and for more than a quarter of a century has served to honor scholastically outstanding upperclass students who have shown superior accomplishment in dramatic arts at Lake Forest College. To be eligible, students also must have completed two years of study at Lake Forest College.

Pledgeship is determined by the current student membership with the advisement of the faculty sponsors. An initiation ceremony is traditionally performed each spring.

Beta Beta Beta (Tri-Beta), (Biology)

Beta Beta Beta, whose LFC chapter dates back to 1935, functions as an honor society for students of the biological sciences. Its activities are designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences.

To become an active member of Tri-Beta, a student must have completed at least four biology courses and have received a grade of B or better in three of those courses. Associate membership is open to any student with an interest in the life sciences. New active and associate members are elected each term by the present chapter members. The officers are elected from among the active members at the last meeting of each school year.

Kappa Phi Kappa, (Education)

Kappa Phi Kappa is a national professional society in education devoted to the development of its members through the activities and opportunities for mutual association provided by the local chapters and the National General Assembly. The Gamma Theta Chapter of Lake Forest College (begun in 1983,)

November 3/4	Sat/Sun
November 5	Monday
November 6	Tuesday
Election Day	
November 7	Wednesday
November 8	Thursday
November 9	Friday

includes education majors, as well as faculty and administrators, who have demonstrated outstanding academic ability and commitment to the field of education. For more information, contact the chairperson of the Education Department.

Omicron Delta Epsilon, (Economics)

Omicron Delta Epsilon, the international economics honorary society, is dedicated to the encouragement of excellence in economics. It encourages devotion on the part of its members as economists to the advancement of their science and to the scholarly effort to make freedom from want and privation a reality for all mankind. The Rho chapter of Omicron Delta Epsilon was established at Lake Forest College in 1985.

During the spring term of each year, students who have compiled a 3.0 GPA overall, a 3.0 point GPA for at least 12 credits in economics (3 LFC courses), and have expressed a genuine interest in economics will be invited to join Omicron Delta Epsilon.

Phi Beta Kappa

Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter (Theta of Illinois), one of 240 in the nation, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high quality liberal arts program.

Both faculty and students are members of Phi Beta Kappa. It is the faculty membership which each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors, but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is rare and is to be regarded as a special honor. New Phi Beta Kappa members are initiated in a special ceremony that takes place in the spring.

The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole. (Professional education and business courses and internships are not counted.) Finally, a student elected to Phi Beta Kappa is expected to have demonstrated at least a minimal knowledge of mathematics and of a foreign language appropriate for a liberal arts education.

Phi Sigma Iota (Foreign Languages)

Phi Sigma Iota is the foreign language national honor society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the College community at large an

November 10/11	Sat/Sun
11th Veterans Day	
November 12	Monday
November 13	Tuesday
November 14	Wednesday
November 15	Thursday
November 16	Friday

opportunity to come into contact with different aspects of foreign language and culture.

Candidates for membership must have reached the 300 course level in a foreign language at LFC or equivalent courses at another institution. They must also have a B average in a foreign language as well as an overall B average.

Phi Sigma Tau, (Philosophy)

Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of *Dialogue*, the journal of the national organization.

Lake Forest College's chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by LFC students and by faculty members from LFC and from outside institutions.

Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of course work (which must include three courses in philosophy).

Pi Sigma Alpha, (Political Science)

Pi Sigma Alpha is the national political science honorary society. The LFC chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field.

To become members, students must be either juniors or seniors; must have taken four politics courses above the 100 level (at least two of those at LFC, and at least one at the 300 or 400 level); must have a B+ average in politics courses above the 100 level; and must have an overall B average in all courses.

Psi Chi, (Psychology)

Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The LFC chapter was established in 1960. Its purpose is to organize social and intellectual activities for psychology majors.

In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 overall GPA. Those students who qualify are invited to join Psi Chi.

Sigma Pi Sigma, (Physics)

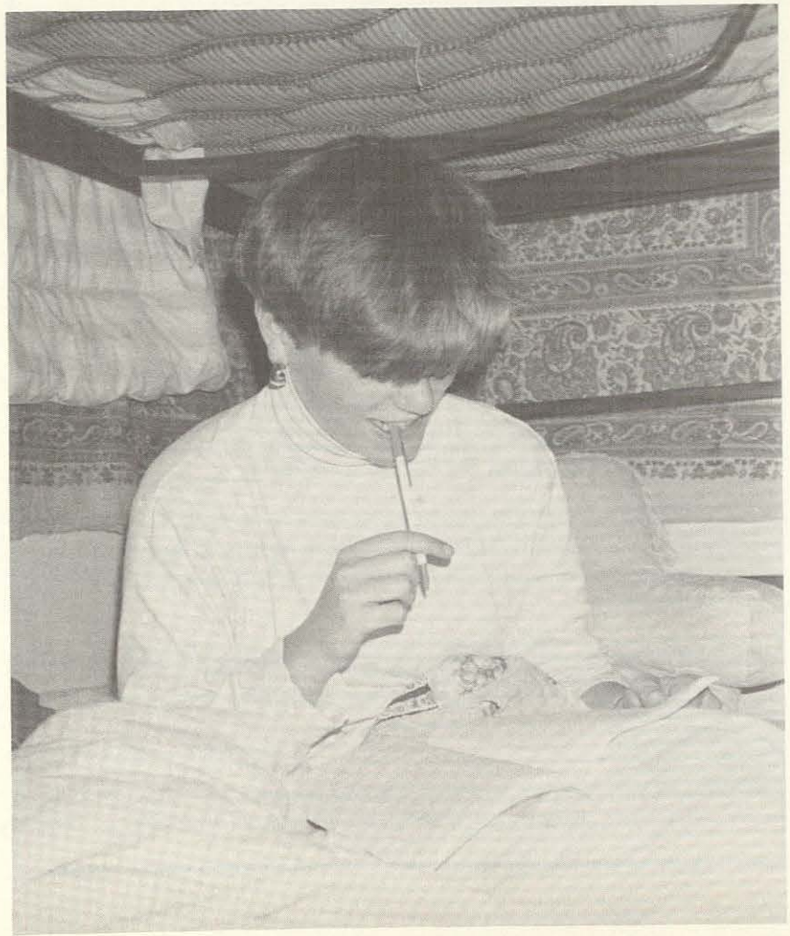
Sigma Pi Sigma is the national physics honorary society. Its purpose is to promote excellence in physics by recognizing outstanding physics students.

November 17/18	Sat/Sun
November 19	Monday
November 20	Tuesday
November 21	Wednesday
November 22	Thursday Thanksgiving (no classes)
Thanksgiving Day	
November 23	Friday No classes

The original LFC Sigma Pi Sigma chapter dates back to May 31, 1930, which makes it one of the oldest chapters in the country. Membership requirements are an overall B average, excellence in physics, and the completion of courses through the sophomore level in physics. New members are chosen by present LFC members each spring.

Sigma Xi, (Science)

Sigma Xi is a national scientific honorary society whose members work to promote research, teaching, and public education in science. The Lake Forest College Sigma Xi Club, was elevated to full chapterhood in 1988. We thus became one of the few liberal arts colleges to have a Sigma Xi chapter. During our spring banquet we honor, with the Associate Membership, undergraduates who have begun to distinguish themselves in scientific research, in their independent study courses or senior theses.



November 24/25	Sat/Sun
November 26	Monday
November 27	Tuesday
November 28	Wednesday
November 29	Thursday
November 30	Friday

STUDENT HONORS AND AWARDS

The college community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at its annual Fall and Spring Awards Convocations.

In keeping with the dignity and College-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are awarded to the best students who have proved themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prize winner's achievement.

Such distribution and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Fall and Spring Convocations, collectively express and celebrate not only intellectual and personal excellence but also the special, enduring relationship between present and past generations of Lake Forest College.

Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College's own prize fund for graduating seniors.

GENERAL

The Peter C. Clute Award for Outstanding Character - The Peter C. Clute Award for Outstanding Character was established to honor the memory of Peter C. Clute, class of 1973, whose "boundless energy and infectious and unceasing enthusiasm brought great happiness to all who knew him." The fund was established through the generosity of Peter's friends and classmates. The recipient of the award, selected by the staff in the Office of the Dean of Students, in consultation with other Lake Forest College students, "...shall be that Lake Forest College student whose uniquely positive attitude, and whose joy in living inspires and enhances the lives of those around him or her." The award is presented at the Spring Awards Convocation.

The Jacob Wardwell Edwards Prize - The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the freshman student who is judged to have demonstrated the most outstanding qualities of leadership by a committee composed of the Dean of Students, the Dean of Admissions, and the Student Government President. The award is announced and presented at the Fall Opening Convocation.

December 1/2	Sat/Sun
December 3	Monday
December 4	Tuesday
December 5	Wednesday
December 6	Thursday
December 7	Friday

The Emma O. Haas Memorial Awards for Merit in Scholarship - The late Judge John F. Haas, a graduate in the Class of 1900, established the College annual awards in memory of his mother. A cash prize is awarded to a senior class student outstanding in scholarship as selected by the Dean of Faculty. This award is announced and presented the day of the annual Spring Senior Honors Convocation. Awards are also given at the Fall Convocation to the students with the best all-around academic record of the previous year's juniors and sophomores.

The McPherson Prizes for Excellence in Scholarship - Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3000 was contributed in 1899 by his friends to establish prizes in English, philosophy, foreign languages, and dramatics. The winners are chosen by the department heads and are announced at the Spring Senior Honors Convocation.

The Edward H. Oppenheimer Memorial Prize - Awards are given each year to a senior man and senior woman who are judged by a committee consisting of the three Student Government officers, two representatives from the Dean of Students Office, and one faculty member chosen by the committee, to have contributed most to the College community. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is awarded and announced at the Spring Senior Honors Convocation.

Pearl E. Pauker Prizes - Two awards were established in 1989: The Pearl E. Pauker Prize in Writing and the Pearl E. Pauker Prize in Science. The former constitutes first prize in the Lake Forest College Writing Contest; the latter recognizes outstanding experimental science research below the senior prize level, for work done at LFC through the summer following the junior year.

Phi Beta Kappa Senior Thesis Award - This award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. This award is presented at the Senior Honors Convocation by the Lake Forest College Phi Beta Kappa Association.

The Tamara Lee Wefler Award - This award was established by the class of 1977 in memory of their classmate Tamara Lee Wefler (1955-1975). The prize is awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs among the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is conferred by a committee consisting of the three Student Government officers, two representatives of the Dean of Students Office and one faculty member selected by the other members of the committee. It is announced and awarded each spring at the Senior Honors Convocation.

December 8/9	Sat/Sun
December 10	Monday
December 11	Tuesday Last Day of Class
December 12	Wednesday Reading Days
Hanukkah	
December 13	Thursday Reading Days
December 14	Friday Final Exams

The W. Gordon Milne Prize in American Studies - This prize was established in the spring of 1990 to honor the memory of Professor Milne, who served with distinction at Lake Forest College from 1951 to 1986 as a Professor and Chairperson of the Department of English. Professor Milne was instrumental in developing the interdisciplinary major in American Studies. This prize is awarded to a student who is judged by the members of the American Studies Committee to have done the most outstanding work in this field.

ART

Angela Knott Butler Prize for Studio Art - This prize is established through the generosity of Hartman L. Butler, Jr., and is named in memory of his wife. It is to go to the student who in the judgment of the Art Department has been the outstanding senior studio artist. It is awarded at the Seniors Honors Convocation.

The Senior Prize in Art History - This prize is the result of a generous anonymous donation. The prize is intended for the student, or students, who, in the judgement of the Chairperson of the Department, have been outstanding in Art History. It is awarded at the Senior Honors Convocation.

ATHLETICS

Scholar/Athlete Award - The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Convocation will be honored by having his/her name engraved on a plaque which hangs in the Alumni Memorial Field House. A senior winner is honored at the Senior Honors Convocation.

The Nicholas J. Wasylik Senior Athletic Award - This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Wasylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, Coach, Physical Educator, and, in his earlier years, as Assistant Professor of Russian. The Award is presented to the senior athlete who best emulates the positive, outgoing attitude as well as the drive and determination of Nicholas J. Wasylik. The recipient is chosen by the Director of Athletics, in consultation with the members of the Athletic Department.

COMPUTER STUDIES

The Senior Prize in Computer Studies - The Lake Forest College Women's Board has created a senior award to be presented to a truly outstanding student major in Computer Studies, to be chosen by the departmental faculty in Mathematics and Computer Studies. The Prize is presented at the Spring Senior Honors Convocation.

December 15/16	Sat/Sun Final Exams/ Reading Day
December 17	Monday Final Exams
December 18	Tuesday Final Exams
December 19	Wednesday Final Exams
December 20	Thursday Residence halls close at noon/ Winter Recess
December 21	Friday

ECONOMICS

The H. Murray Herlihy Prize in Economics - This award was created and endowed in 1982, initially by a 1974 alumnus as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, had touched their academic and professional careers. It is awarded to the outstanding senior Economics major at the Senior Honors Convocation.

The Warren A. Peterson Memorial Award in Economics - This award was established by members of Mr. Peterson's family. The prize is awarded annually to student(s) majoring in Economics, with grades, activities, and leadership qualities being the criteria used for selection. It is awarded at the Spring Senior Honors Convocation.

ENGLISH

The Gail DeHerder Memorial Prize in Creative Writing - The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year, at the Spring Honors Convocation, to the senior who submits the best piece of creative writing. Only students who have attended Lake Forest College their entire four years are eligible.

HISTORY

The Richard W. Hantke Award in History - This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized, who, in the opinion of the history faculty, clearly merits recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at the Senior Honors Convocation.

LINGUISTICS

Superlative Achievement in Linguistics Award - This award is presented to a student who demonstrates superlative achievement in the linguistics courses offered by the Department of Foreign Languages and Literature. It is usually awarded to a senior chosen by the Language Department faculty and presented at a departmental meeting.

MATHEMATICS

The Harold B. Curtis Prize in Mathematics - In 1967, alumni and faculty

December 22/23	Sat/Sun
December 24	Monday
December 25	Tuesday
Christmas Day	
December 26	Wednesday
December 27	Thursday
December 28	Friday

members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department and presented at the Senior Honors Convocation.

PHILOSOPHY

The Fran Asher Prize for Excellence in Philosophy - This prize was established in 1988 to honor Fran Asher, a student who graduated with honors in philosophy in the Class of 1970. It is awarded to a junior majoring in philosophy who has demonstrated original and creative work in the field which suggests unusual capacity for future work in philosophy and is presented at the Fall Convocation.

PHYSICS

The Harald C. Jensen Prize - This prize is awarded to the senior physics major who has written the most outstanding senior thesis describing his or her original independent research in experimental physics. The recipient is selected by the faculty of the Physics Department and is honored at the Spring Honors Convocation. The award is named for Harald Jensen, Professor of Physics, who served on the faculty for thirty-one years.

POLITICS

The Solly A. Hartzo Award in Politics - In 1971, the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics and government. This annual award in memory of Professor Hartzo, a member of the faculty for thirty-five years until his retirement in 1965, is presented at the Senior Honors Convocation to an outstanding senior student majoring in politics and selected by the faculty of that department.

PSYCHOLOGY

The Sterling Price Williams Prize in Psychology - This prize in psychology, given by friends in honor of Dr. Williams, Professor of Psychology and Philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The student to whom the award is made is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Spring Honors Convocation.

RELIGION

The Scott Award in Religion - In 1957, Miss Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award of Excellence in the Study of

December 29/30	Sat/Sun
December 31	Monday
January 1	Tuesday
New Year's Day	
January 26	Wednesday
January 3	Thursday
January 4	Friday

Religion." The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given at the Fall Convocation to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding course work in the department.

THE SCIENCES

American Institute of Chemists Award for demonstrated leadership and character as well as high scholastic standing and potential for advancement in the chemical profession is presented at a departmental gathering.

Analytical Chemistry Award - This award is given by the Analytical Division of the American Chemical society. The prize is a one-year subscription to the *Journal of Analytical Chemistry* and is awarded at a departmental meeting.

The Freshman Achievement Award in Chemistry - CRC Press of Cleveland, Ohio, gives annually a copy of the *Handbook of Chemistry and Physics* to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

The Fredericka L. Stahl Memorial Awards for Excellence in Science - Judge Haas established these annual cash awards in memory of his wife for excellence in science. The recipients of the awards are determined by a committee of faculty members and announced at the Spring Senior Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences during the four years they have attended Lake Forest College. Students who major in biology, chemistry, and physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

Merck Organic Chemistry Award - Merck & Company of Rahway, New Jersey, presents a copy of the Merck Index at a departmental gathering to the outstanding student in Organic Chemistry.

SOCIOLOGY AND ANTHROPOLOGY

The Leo F. Van Hoey Senior Prize in Sociology and Anthropology - This prize was established in 1987 in memory of Professor Van Hoey, who served as Chairperson of the Department of Sociology and Anthropology for fifteen years. It is awarded to a senior who is judged by the faculty of the Department of Sociology and Anthropology as the outstanding student majoring in this field and is presented at the Senior Honors Convocation.

January 5/6	Sat/Sun
January 7	Monday
January 8	Tuesday
January 9	Wednesday
January 10	Thursday
January 11	Friday

SECTION II

ADMINISTRATIVE OFFICES

ADMISSIONS - Patterson Lodge

The Admissions staff encourages the participation of students, faculty, and staff in the admission process since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and help students plan for college. Students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

ALUMNI OFFICE - North Hall 310

The Alumni Office organizes activities to maintain relations with former students of the College. The Office also provides current students with a typing service for resumes and letters to prospective employers and graduate schools. There is no charge for this service.

BUSINESS AND FINANCE - North Hall 107

The Business Office oversees the Bookstore, Post Office, Cashier, Facilities Management Department, Print Shop, summer use of facilities, Purchasing and Accounts Payable, and Personnel Offices. In addition, the Business Office is responsible for student health insurance, all internal accounting, budgeting, and accounting for special funds and grants.

CAMPUS ACTIVITIES - Commons

The Campus Activities Office plans and sponsors social, cultural and special academic events, maintains the Master Calendar (scheduling and reservations), publicizes via the *Capsule*, distributes complimentary tickets for special events in and around Chicago, arranges trips to cultural and entertainment events in Chicago, sponsors leadership education workshops, and provides services regarding international student I.D.'s.

CAREER PLANNING AND PLACEMENT - Ravine Lodge

The Office of Career Planning and Placement helps students develop career objectives and prepare for post-graduate placement. Workshops and individual counseling assist students in job-hunting strategies (resume/cover letter writing, interviewing, occupational research). A mentor program has been established to connect juniors and seniors with practitioners in their fields of interest. While there are several employers who recruit on campus, emphasis is placed on "taking the job search to the street." Credential files are kept for students, but are destroyed (except teacher credential files) 5 years from the date of departure from Lake Forest College.

January 12/13	Sat/Sun	13th Residence halls open/ Orientation begins
January 14	Monday	Registration
January 15	Tuesday	Classes Begin
January 16	Wednesday	
January 17	Thursday	
January 18	Friday	

COMMUNITY EDUCATION AND GRADUATE PROGRAM IN LIBERAL STUDIES - Young Hall 222

This office aims to meet the needs of nontraditionally-aged students returning to school, both at the undergraduate and graduate levels. It provides academic counseling as well as offering skill oriented workshops that lend support to nontraditionally-aged students. The Community Education Office also administers the Graduate Program in Liberal Studies and the Summer Session.

DEAN OF FACULTY - North Hall 103

The Dean of Faculty oversees all academic programs and departments, Community Education, the Registrar, Libraries, Computer Services, the Writing Center, academic advising, and academic discipline. In addition, the Dean periodically reviews the academic records of every student and notifies students of their progress toward obtaining a degree.

DEAN OF STUDENTS - Young Hall 212

The Dean of Students staff is responsible for residential life (housing, room draw, room changes, and residential groups), residence hall staffing, student development programs, judicial and disciplinary matters outside the classroom, withdrawal from the College, Orientation, student records, vending, veteran affairs, emergency/off-campus program loans, mid-semester freshman academic performance review, review of damage charges, and serves as international student liaison with the U.S. Government. In addition, the Dean of Students oversees Campus Activities, Career Planning and Placement, the Interfaith Center, the Counseling and Health Centers, Food Service, and Campus Security.

DEVELOPMENT AND PUBLIC AFFAIRS - North Hall, Third and Fourth Floors

The office of Development and Public Affairs reaches out to all the College's external constituencies except prospective students and their parents. Its responsibilities include raising financial support; maintaining contact with alumni, past and present parents, and friends; organizing certain events (including Homecoming, Family Weekend, and alumni reunions); establishing and maintaining media relations; and publishing alumni and other publications.

FACILITIES MANAGEMENT DEPARTMENT - Physical Plant Building

The Facilities Management Department is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, groundskeeping, motor pool and maintenance. The work operation includes painting, plumbing, electrical, carpentry and engineering staff.

January 19/20	Sat/Sun
January 21	Monday Classes Held
Martin Luther King, Jr.'s Birthday	
January 22	Tuesday
January 23	Wednesday
January 24	Thursday
January 25	Friday

FINANCIAL AID - North Hall 200

The Office of Financial Aid assists students in evaluating their eligibility for institutional, state, and federal financial aid programs. The Office also coordinates on-campus student employment.

MINORITY AFFAIRS - Young Hall 222

The Minority Affairs Office assists the LFC community in enhancing diversity on campus as well as providing individuals with the resources necessary to make their college experience successful and productive. The office welcomes all members of the college community to participate in the programs sponsored by the Minority Affairs Office.

PERSONNEL - North Hall 106

This department processes the paychecks of students and regular College employees. Annual W-2 Wage and Tax Statements are issued from this office. All student employees must file annual federal and state W-4 and I-9 statements with Personnel through the Business Office. Student paychecks are issued bi-weekly and are available from the Cashier. Paydays are listed on the time card. Other aspects of student employment, such as assignments, time cards, and rate of pay, are the responsibility of the Financial Aid Office.

PHYSICAL EDUCATION AND ATHLETICS - Sports Center

The athletic program is designed to serve student needs and interests on four levels: intercollegiate competition, intramurals, club sports and non-credit physical education courses. Facilities are available for racquetball, squash, handball, basketball, volleyball, tennis, weight training, hockey, ice skating and swimming. Sign-up sheets are available for the racquetball, handball and squash courts.

Men's and women's locker rooms are equipped with saunas. The swimming pool is open when posted, and proper swim attire is required.

PRESIDENT - North Hall 211

The President is the chief executive officer of the College. All officers of the College report directly to the President, including the Provost and Dean of Faculty, Dean of Students, Dean of Admissions, Vice-President for Development, Vice-President for Business, and Director of Financial Aid.

The President's Office maintains regular College hours. An appointment may be necessary in order to see the President. In the President's absence, his assistant will refer inquiries promptly to the appropriate person.

January 26/27	Sat/Sun
January 28	Monday Last day for permissible change of registration
January 29	Tuesday Last day to register for credit/ D/fail option
January 30	Wednesday
January 31	Thursday
February 1	Friday

REGISTRAR - North Hall 209

This office handles course registration, course information, and transcripts.

SECURITY - Commons, Second Floor

The Security Department is dedicated to the safety and protection of the College community. The success of the Security Department in the performance of its duties is largely measured by the degree of support and cooperation it receives from the people it serves. All members of the College community are expected to comply with the directions of Security Officers, and students and their guests are required to present their I.D. cards when requested to do so.

February 2/3	Sat/Sun
February 4	Monday
February 5	Tuesday
February 6	Wednesday
February 7	Thursday
February 8	Friday

SECTION III

CAMPUS SERVICES

BOOKSTORE - Commons

The College Bookstore, run by Follett, carries books assigned for courses, leisure reading paperbacks, books by faculty authors, art supplies, school supplies, sundries, T-shirts, greeting cards, magazines and newspapers.

CASHIER - North Hall 107

Students can cash checks up to $40 per day and can also pay their bills at the Cashier's window. Students forfeit the right to cash their personal checks if two of their checks are returned by their bank. There is a $5.00 service charge for any check returned by the bank. If a student loses a paycheck there is a $10.00 charge to stop payment, reissue, or pay cash. A limited supply of stamps and postcards are available for purchase from the Cashier.

COUNSELING CENTER - North Gym

Individual counseling is available to students who are experiencing academic, personal, or emotional difficulties. In addition, a variety of workshops are available to all students who may wish to further their personal growth and development. The workshops generally focus on enhancing the effectiveness of one's ability to communicate and relate to others, increasing achievement motivation, managing test anxiety, and improving study skills. Complete confidentiality is absolutely assured, and there is no fee involved for services provided to students

FOOD SERVICE - Commons

The Food Service is run by ARA. Menu choices are designed to please the tastes of the majority, while at the same time allowing for some individual preferences. Suggestions and comments from students are welcome.

A student I.D. card and valid Food Service sticker are required for entry into the Cafeteria. The Food Service sticker is available outside the Cafeteria during registration.

HEALTH CENTER - Sports Center

The College Health Center, in cooperation with Lake Forest Hospital, exists to assist students in maintaining a state of optimum health in order that they can pursue their studies at the College to the best of their abilities. Emotional and physical needs of the students are met in a way which is both corrective and educational.

February 9/10	Sat/Sun
February 11	Monday
February 12	Tuesday
Lincoln's Birthday	
February 13	Wednesday
Ash Wednesday	
February 14	Thursday
Valentine's Day	
February 15	Friday

Health care for faculty and staff is not normally provided by the Health Office. However, in an emergency, treatment will be provided and immediate arrangements made for further emergency treatment elsewhere.

Charges

Services are provided at the Health Center for students who have paid the clinic fee. Scheduled visits at the Health Center with the nurse or physician, dressing changes, physical examinations, mono spot, rapid-strep, urine tests for pregnancy, wellness teaching and suture removal are included. All other laboratory work, medication, and diagnostic x-rays are not covered by the clinic fee. Students properly referred to Lake Forest Hospital Emergency Room (by the Health Center, Residence Staff, or Security) will receive a college discount on their charges. Students not properly referred pay the full emergency charge made to private citizens who use the emergency facilities of the hospital.

Emergency Service

In the event of an urgent illness or injury occurring when the Health Center is not open, the student should be seen in the Emergency Department of Lake Forest Hospital. Note, however, that referral by the Health Center, Residence Staff, or Security is required.

Health Records

All new, transfer, resident and commuter students are required to complete a Medical History Report. A pre-entrance physical examination including a urinalysis, hematocrit and serology with current immunization history is required prior to registration. This should be done by the student's own physician (form included in the Medical History Report). Students will not be permitted to register until the completed Medical History Report with Physical Examination is received by the Health Center.

If a student leaves the College and returns after a period of one year has elapsed, the medical report record must be updated by reporting to the nurse at the Student Health Center for reevaluation. If the student remains at Lake Forest College without leaving for a period greater than one year the health record will remain valid. This health record becomes a permanent part of the student's health file. When the student leaves the College, having graduated, transferred, or withdrawn, the health record will be kept for no less than five (5) years. The professional staff of the Health Center will chart in the student's health record. The health record will remain a confidential document and information will be released only with the written permission of the student.

Meals

In the event that a student is confined to the residence hall by illness or injury, a meal ticket for a sick tray order may be obtained in the Health Center or after hours from the Residence Staff. The sick tray order card will state the length of

February 16/17	Sat/Sun
February 18	Monday
February 19	Tuesday
Washington's Birthday	
February 20	Wednesday
February 21	Thursday
February 22	Friday

time for meals and the type of foods the student should receive. This card enables another classmate to bring food from the Cafeteria to the ill student.

Sports Injury & Team Physicals

Athletic-related injuries must be seen in the Health Center if at all possible. Most injuries do occur during intercollegiate athletic events, and these events are scheduled most often at times when the Health Center is closed. In these cases the injured student should be taken to the Lake Forest Hospital Emergency Department.

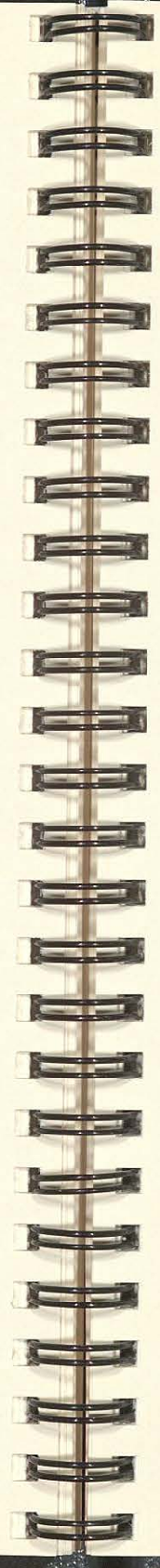
Physical examinations are required of all students who play sports. All new students (freshman, transfers, commuters, residents) who plan to participate in intercollegiate sports must sign a release before a copy of their pre-entrance physical examination can be released to their coach.

Students will not be permitted to participate in intercollegiate sports if this requirement is not met. Physical examinations for returning athletes are done in the Health Center by the nurse or a physician at an appointed time and date, or can be done by their own physician. Physical examination forms are available at the Health Center or the Athletic Office.

HEALTH INSURANCE PROGRAM

All full-time students of the College are eligible for the student health insurance program; students residing in the College's residence halls are required to participate in the plan unless a written waiver is presented indicating evidence of equal or superior coverage. Insurance waiver forms may be obtained from the Business Office. Completed waivers must be returned to and approved by the Business Office before October 1 for full cancellation and February 1 for partial cancellation. For students entering or returning for the fall semester, full payment covers a 12-month period. Coverage for less than a full year runs to the beginning of the next fall term. Because of the low cost, this policy looks first to any other coverage before honoring claims. The provisions of the College Insurance Plan are detailed in a separate pamphlet available in the Health Center or the Business Office, and copies of the brochure are also mailed to all parents. Claim forms are available at the Business Office. It is the responsibility of the student or parent to have completed the proper claim form and to have presented it to the Business Office for processing. The College insurance plan is limited and does not cover the cost of private doctor's office visits, dental care (except resulting from injury to sound natural teeth up to $100 per tooth), outpatient diagnostic charges (except resulting from an accident), maternity care or eyeglasses.

The College carries an additional insurance policy for varsity athletic teams; this policy also first looks to other coverage. Charges in addition to those covered by the policy are borne by the individual.



February 23/24	Sat/Sun
February 25	Monday
February 26	Tuesday
February 27	Wednesday
February 28	Thursday
March 1	Friday

LIBRARIES - Donnelley and Freeman Science

Reserve Readings

Teachers often assign readings in the library which are "put on reserve." These are available in both libraries. "Closed" reserves are available in both Donnelley and Freeman (in Donnelley at the Reserve Desk, near the check-out desk). In Donnelley, "closed" reserves are available fewer hours than the building is open (check the posted schedule). Donnelley "open" reserves are on browsing shelves in the Reserve Reading Room. All Donnelley reserves are used in the Reserve Reading Room, except 1-day and 3-day items which can leave.

Course Research Help

Reference librarians, available during most library hours in Donnelley, welcome students seeking help in finding information and ideas for term papers, debates, projects, etc. For help in Freeman Science, ask the student assistant on duty to call for assistance from a reference librarian.

Catalogs of Holdings

The LCS/FBR online catalog provides easy access to books in Donnelley Library. Holdings are also listed for libraries around the state, including the University of Illinois. Dial-up access is available through the campus (PDP-11) computer.

Card Catalog: provides back-up access to LFC book holdings.

Periodicals List: periodical holdings at LFC plus Lake Forest Graduate School of Management (South Campus), Lake Forest (public) Library, and Barat College.

Other Libraries

Students can obtain books and articles from other libraries by various means:

a) Interlibrary Loan. Fast service (usually two to ten days), at no charge. Ask at Reference Desk and plan ahead to make sure materials will arrive on time.
b) Visiting other libraries. Many libraries in town and in the Chicago area allow LFC students to use their collections on site or (sometimes) to borrow books. Ask at Reference Desk about the options available.

Audio-Visual (A-V)

Among the services available are:

a) Facilities for individual and group language learning, for individual video and music listening stations (cassette tape, phono disc, and C.D.);

March 2/3	Sat/Sun
March 4	Monday
March 5	Tuesday
March 6	Wednesday
March 7	Thursday
March 8	Friday

b) video-tape equipment use and viewing related to course work;
c) course use of movie and slide projectors; and
d) Microform reading equipment and copiers (A-V staff provide instructions and assistance for users).

Microcomputers and Software

Micros are available for wordprocessing and other course-related applications. Software for various uses (from signs to taxes, but not games) are available for use in Donnelley in the closed reserve.

Career and Graduate School Information

A variety of resources are on hand to aid the student planning for the post-college experience such as:

a) graduate school catalogs (selected), on open reserve,
b) reference books on companies ("Chicago," "International," "High Tech," etc.),
c) current news on companies (for interview preparation), and
d) general books to help the job hunter (resumes, job strategy, dress, specific careers, etc.).

Smoking and Food or Drink

Eating and drinking are not permitted. Smoking is permitted only in the second floor lounge in Donnelley.

Library Committee

A faculty/student library committee advises the administration and the College Librarian on library matters. The names of current committee members can be obtained from the College Librarian or the Dean of Faculty's Office.

LOANS (For emergencies or off-campus programs)

Loan funds are available from the Dean of Students for short-term emergency expenses and to assist students who wish to participate in off-campus study programs, practice teaching, or other academic opportunities directly supported by the College.

Loans will be granted for specifically demonstrable emergency educational or personal expenses (e.g., medical expense, travel expense due to death or illness in the family, etc.). A nominal interest charge is levied for use of these funds, and payment is due no later than the end of the semester in which the loan was granted. Grades and transcripts will be withheld from delinquent accounts.

Funds may not be loaned to pay College bills or other expenses which should normally be anticipated as a cost of attending college (e.g., telephone bills, car maintenance, etc.)

March 9/10	Sat/Sun Spring Recess
March 11	Monday
March 12	Tuesday
March 13	Wednesday
March 14	Thursday
March 15	Friday

POST OFFICE - Commons, Lower Level

All incoming and outgoing mail and packages are processed through this department. The Post Office is a United Parcel Service depository; however, no wrapping services are available. Packages should be ready to mail when taken to the Post Office.
Students are assigned a mailbox which is located on the lower level of Commons. Students retain the same mailbox throughout their tenure at LFC.

PRINT SHOP - Young Hall Annex

Two Xerox copiers are available to students. Several paper colors are available. Resume printing services are also available.

STUDENT EMPLOYMENT

Students interested in obtaining employment on campus should see the Director of Financial Aid. Student aid recipients receive first consideration for such employment, but approximately 30% of the students employed are not recipients of financial aid. All student employees must have completed W-4 and I-9 forms, which are available in the Business Office.

VAN RENTAL

The Facilities Management Department has vans available for rent to recognized student groups. Vehicles may be used only for College-connected and approved activities. Drivers must have an operator's license and be certified by the Facilities Management Department as being authorized to drive these vehicles. The minimum charge is $8.00 and reservations must be made in advance. Any alcoholic beverages or controlled substances being consumed or transported in the vans will result in the person or organization having privileges of driving vans or van rental suspended for one year.

WRITING CENTER - Donnelley Library

The Writing Center offers free tutorial assistance, information, and resources to all students who want to become better writers, or need to cope with unfamiliar writing tasks of every type: short papers, lab reports, business letters, cover letters, research papers, senior theses or letters of application. The Center Director and a staff of well-qualified student tutors provide a free support service at all levels of writing competency: help with grammar, punctuation, manuscript preparation, and style; guidance to better organization, outlining and proofreading; English language instruction for non-native speakers and instruction in wordprocessing on microcomputers for beginners and experienced users. Handouts on various aspects of writing are available free of charge, and a well-stocked library of writing handbooks, style manuals and dictionaries may be consulted in the Center's tutoring offices. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note: the Writing

March 16/17	Sat/Sun	
17th	*St.Patrick's Day*	
March 18	Monday	Last day for approved withdrawl from a course with an automatic "W"
March 19	Tuesday	
March 20	Wednesday	Mid-term grade report due
March 21	Thursday	
March 22	Friday	

Center is not a proofreading service, but a place to learn how to write well by doing it.

The Writing Center, located at the foot of the stairs on the lower level of Donnelley Library, is open to all members of the campus community at regular hours six days a week, including Tuesday, Wednesday, and Thursday evenings, and Sunday afternoon. For an appointment, call ext. 438, or stop by. Drop-in visitors are welcomed on a first-come, first-served basis.

March 23/24	Sat/Sun
March 25	Monday
March 26	Tuesday
March 27	Wednesday
March 28	Thursday
March 29	Friday

Good Friday

SECTION IV

RESIDENTIAL LIFE

ADMINISTRATIVE AUTHORITY FOR HOUSING

Housing and specific room assignments are privileges which may be cancelled, withdrawn, or changed at any time at the direction of the Dean of Students or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

ARRIVAL AND DEPARTURE TIMES

At the end of the year, resident undergraduates must check out of their rooms 24 hours after their last exam or by 5:00 p.m. the Thursday prior to graduation, whichever is earlier. Those graduating are expected to leave by 2:00 p.m. the day after graduation.

All non-graduating students who wish to request an exception to the College's policy to remain on campus after 5:00 p.m. on Thursday must submit an application for permission to stay late to the Dean of Students Office by 5:00 p.m. the Tuesday prior to graduation. Approval is not automatic and those applying are urged to do so as early as possible. Applications are available at the Dean of Students Office.

All students who are approved to remain on campus must be available to work for Facilities Management or the food service a minimum of five hours both Thursday and Friday. Student workers as ushers during Honors Convocation and Commencement must work for either of the above offices a minimum of five hours on Thursday. Students working will be paid in accordance with the College policy on student wages. Ushers will be provided meals rather than financial reimbursement for their service as an usher.

Unapproved late departure will result in a $25.00 per day fine, an administrative warning and the cancellation of the housing preference of any individual who fails to meet the requirements stated above. Such individuals will be placed on the housing wait list.

HOUSING REFUNDS

Refund policy guidelines are published in the Lake Forest College Bulletin. A student whose withdrawal is effective prior to the end of any semester for which a validation sticker has been affixed to the I.D. card is required to submit his/her I.D. card to the Cashier at the Business Office for removal of the validation sticker. Withdrawal applications as well as refunds will not be processed until the date the validation sticker is removed. Refunds, when appropriate, are given after all library fines, damage charges, etc. have been paid.

March 30/31	Sat/Sun
Passover/Easter	
April 1	Monday
April 26	Tuesday
April 3	Wednesday
April 4	Thursday
April 5	Friday

BOARD is required of all resident students for the full academic year and is so contracted with the food service company. Requests for release from the board plan should be forwarded to the Business Office with complete medical or religious documentation, which must include a detailed diet signed by a medical doctor or the proper religious leader.

DAMAGE POLICY AND CHARGES

Damage is defined as any change in the condition of College-owned property occasioned by carelessness, accident or intentional action on the part of students or their guests. At the end of the school year, all rooms will be inspected and occupants will be charged for missing or damaged items. The condition of the room as indicated on the Room Inspection Form completed by the student and/or staff upon moving into the room will serve as the basis for the end-of-the-year inspection.

Charges will be determined, whenever applicable, by the actual amount of cost (material, labor and overhead) of replacement or repair of the property damaged. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained from outside of the College when the Facilities Management Department determines that is appropriate. Standards of type and quality of repair are to be determined only by the Facilities Management Department. The minimum charge for screen repair is $25.00.

DETERMINING RESPONSIBILITY FOR DAMAGE

If the individual responsible for damage is identified, only that individual will pay. When the responsible individual cannot be identified, those persons living or present in the area may be charged.

Resultant charges will be processed by the Facilities Management Department through its regular procedures. On a weekly basis, the Damage Review Committee (comprised of a representative from the Dean of Students Office, the Facilities Management Department, Security, and a student appointed by the Executive Committee of Student Government) will examine the weekly damage reports and hear any student appeals. The billings will be generated by the Facilities Management Department with instructions that the individual(s) being billed may appeal to the Damage Review Committee if desired.

Appeals must be submitted to the Damage Review Committee within 10 working days of the date on the damage charge notice. The Committee has the authority to cancel specific charges, or to levy charges when investigation by the Committee yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage on campus rests with the Dean of Students Office. If there is no appeal or if the appeal is denied, the Facilities Management Department will forward the charge to the Business Office at the end of the 10-day period.

April 6/7	Sat/Sun
April 8	Monday
April 9	Tuesday
April 10	Wednesday
April 11	Thursday
April 12	Friday

FIRE SAFETY

Fire safety is an issue of paramount importance to all individuals at the College. In order to adequately safeguard lives and property, please do the following whenever the fire alarm sounds:

1. close windows,
2. open drapes and/or shades,
3. turn on lights,
4. close but do not lock doors, and
5. exit quietly and move away from the building.

It is also suggested that you take the following articles:

1. coat (particularly in inclement weather),
2. shoes (appropriate for fire escapes and the elements), and
3. a wet towel (to be used over head and face in the event of smoke or flames).

DO NOT RETURN to the building until you are authorized to do so. Students who fail to vacate the building during a fire alarm will be issued an Administrative Warning.

To continue, in compliance with all local and state fire ordinances, all residents should be aware of the following safety guidelines.

1. Room decorations: Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quads. Fire retardant sprays are suggested for all wall coverings.
2. Appliance use in student rooms should be regulated by common sense. Do not overload one outlet with a myriad of extension cords and octopus plugs - an overload could cause an electrical fire.
3. Smoke detectors: Smoke detectors as well as approved extension cords are available at local hardware stores.
4. Trash cans should be kept away from bed coverings and furnishings. Do not store cans in closets. Do not throw cigarettes into trash cans.
5. The following are prohibited:

   a. storage of flammable materials,
   b. storage of newspapers in residence halls,
   c. storage of motor-driven vehicles in residence halls, and
   d. storage which impedes access to rooms.

6. False alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board and/or civil authority.

April 13/14	Sat/Sun
April 15	Monday
April 16	Tuesday
April 17	Wednesday
April 18	Thursday
April 19	Friday

7. Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

TO REPORT A FIRE, CALL CAMPUS SECURITY (234-3100, ext. 300).

HOUSING CHARGES, CHANGES, AND CHOICES

A. **Room Charge:** Single, double, triple, and quad accommodations are available for $1,600 per person per academic year ($800 per billing period).

B. **Room Changes**: Following the second full week of classes and prior to the last four weeks of classes in any term, requests for room changes will be processed by the Dean of Students staff. Consultation with roommates and Residence Staff is expected prior to presentation of room change requests. A list of vacancies is posted in the Dean of Students Office, and a Room Change Request Form must be filed in order to be considered. Approved room changes must be made within 72 hours. The Arrival and Departure Procedures published in this section should be followed, and failure to move may result in cancellation of your request.

C. **Room Selection** (Room Draw): Students who have established a $100 credit balance with the Business Office by April 1, 1991 are eligible to select rooms for the 1991-92 academic year in order of their position on the randomized computer draw list. A student who has not established the $100 credit balance by this date will not receive a Room Draw number. If the credit balance is established after this date but before Room Draw, the student will be assigned a number at the bottom of the list of numbers for the student's class. Housing floor plans and random numbers are posted prior to Room Draw. Class standing prior to Spring Term 1991, as assigned by the Registrar, determines which of the following Room Draw dates applies.

Wednesday April 8 - Seniors and Juniors
Thursday April 9 - Sophomores
Monday April 10 - Freshmen

Any student who participates in Room Draw, and subsequently cancels housing, will forfeit the $100 credit balance. If the Dean of Students Office is notified of this decision after August 10, an additional penalty of $150 will be charged.

Students who want housing at any other time should complete a Housing Request Form at the Dean of Students Office. During the academic year, assignments will be made as soon as possible and as space becomes available.

Individuals who have filed an off-campus application may not participate in Room Draw. Students living off-campus at the time of the draw will be

April 20/21	Sat/Sun
April 22	Monday
April 23	Tuesday
April 24	Wednesday
April 25	Thursday
April 26	Friday

presumed to be off-campus students for the coming term unless they make their change in status known to the Dean of Students staff prior to April 1, 1991.

D. **Summer Housing** is available only for the following:

1. students attending summer school at LFC, or
2. students employed full-time on campus.

Applications are available at the Dean of Students Office and Campus Activities and are due in April. Late applications will be accepted if space is available. The cost of summer housing is determined in the spring and a deposit must accompany the application. Summer residents must vacate the campus within 48 hours of termination of College employment or classes.

E. **Off-Campus** approval will be given to all sophomores, juniors, seniors, and married students who submit an application to the Dean of Students Office. Freshman students may obtain an off-campus release if (a) pursuing an educational project (e.g. tutoring in return for room and/or board), or (b) eligible for a work/live-in arrangement with a local family during the release period. The applicant must submit a written statement which describes the terms and conditions of (a) or (b) with the application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible.

The $150 penalty fee may also be required of students who wish to submit an off-campus application during the academic year. If an application is approved, any room and board refund will be determined by College Policy as stated in the College Bulletin. Off-campus students are expected to keep the Dean of Students Office advised of their addresses and telephone numbers at all times. They are also expected to abide by all College rules and regulations.

KEYS

Keys are available from the Residence Staff and should be returned to the Residence Staff. A $5.00 key deposit is required each year. To secure a replacement, pay the appropriate fee to the Business Office and take the receipt to the Facilities Management Department for a new key.

Extra room keys will only be issued if a receipt from the Business Office indicating a $20.00 deposit (refundable) and a letter of request signed by all room occupants, the Head Resident, and the resident student who will hold the extra key, is presented to the Facilities Management Department. The extra key must be returned to Facilities Management before key refunds will be given to any occupants.

April 27/28	Sat/Sun	
April 29	Monday	Last day of class
April 30	Tuesday	Reading Days
May 1	Wednesday	Reading Days
May 2	Thursday	Final ExamsLast day of class
May 3	Friday	Final Exams

RESIDENTIAL GROUPS

Every resident student has a right to draw available space anywhere on campus and to make use of residence hall facilities. Therefore, residential groups must serve significant purposes to warrant residence hall space that is set aside. A group of no less than 10 students may apply to the Dean of Students Office for residential group status. Residential groups should provide semester social plans to be coordinated under the direction of the Activities Office. Included under this provision are all events to which any non-member is invited.

A. **Selection** criteria for 1991-92 will be determined by the Dean of Students Office in the Fall of 1990. Current criteria include the following:

1. potential contribution to the College community,
2. rationale for the unit,
3. benefit to individual members, and
4. benefit to non-member residents.

More complete information concerning selection criteria and evaluation procedures is available from the Dean of Students Office.

B. **Applications** are due in February and are available in the Campus Activities Office. Applications will not be considered if unpaid damage charges exist on the respective accounts in the Business Office.

C. **Governance** will be the responsibility of a leader or leaders elected or appointed by each residential group. Groups are accountable to the Dean of Students Office for the actions of group members and their involvement in the residence halls. Groups will be reviewed annually by the Dean of Students Office. Groups are expected to adhere to all College policies, though supervision of more stringent guidelines will be the responsibility of group members. Whenever an infraction occurs, group leaders will be required to discuss the incident with a member of the Dean of Students staff. Infractions range in seriousness from minor violations (e.g. violating quiet hours) to major violations (e.g. violating prohibitions against hazing, negligence, or drug use). Sanctions for infractions will be determined by the Dean of Students staff. These may include but are not limited to verbal warnings, written warnings, probation or disbandment.

Warning: A summary of the incident and its resolution and/or a written warning will be sent to the faculty advisor as well as to the president of the group, and will be placed on file for consideration when the group reapplies for residential group status.

Probation: The group may be placed on probation for a period of time to be specified by the Dean of Students. Probation may result in loss of lounge space.

Disbandment: The residential group may be disbanded permanently.

May 4/5	Sat/Sun	Reading Days
May 6	Monday	Final Exams
May 7	Tuesday	Final Exams
May 8	Wednesday	Final Exams
May 9	Thursday	Senior Final Grades Due Residence halls close at 5 p.m. for underclassmen
May 10	Friday	

D. **Rush and Pledging**: Rush consists of the activities which take place prior to selection of members. Pledging consists of the activities which take place after an individual has been invited to join an organization. Rush and pledging activities must follow the guidelines outlined by the Dean of Students Office. These guidelines are currently under revision and will be made public early in the fall semester.

E. **Space Responsibilities**: Residential group members are responsible for their lounge, hallway, and balcony areas when these areas are accessible primarily to members or guests of the group. In addition, residential group members are responsible for public areas directly connected to group space (e.g. the corridor outside a group lounge, the stairwells and hallways leading to a lounge) during the registered or de facto hours of a group function that is open to members and guests. Thereafter, proprietary responsibility rests with the Residence Staff and/or all residents of the building. The test for residential group responsibility is reasonableness.

Unit members are expected to take reasonable steps in the planning of events to insure the safety of persons and property. It is reasonable to expect that the consumption of alcoholic beverages will be controlled by group members. It is reasonable to expect group members to escort "problem" people out of the residence hall, not just out of the lounge or room. It is reasonable to expect designated group members to serve as host/bouncer/sergeant-at-arms type persons during group functions.

RESIDENTIAL REGULATIONS AND SERVICES

Antennae: Radio or television antennae placed outside students' rooms are prohibited.

Appliances: Students are warned against overloading the electrical circuits in their rooms. Each room carries a load of 3 to 7 amps. A stereo, television, and refrigerator each draw approximately 2 amps. Rooms are not wired to permit the use of large electrical appliances. Air conditioners are not allowed in any College residence hall.

Barbecues may only be used outdoors, away from buildings, and in an appropriate container. Barbecues are prohibited on balconies, and briquettes or fluid may not be stored in student rooms.

Bicycles may be parked in assigned areas inside and outside the residence halls. Bicycles should be registered with the City of Lake Forest which can be done at the Campus Security Office.

Candles may be used during religious holidays and at other times if enclosed in a glass chimney and used with extreme care. Strobe candles are prohibited, and no candle should be kept burning when occupants are asleep or out of the room.

May 11/12	Sat/Sun	Commencement 12th Residence halls close at noon for seniors
12th Mother's Day		
May 13	Monday	Underclassman Grades Due
May 14	Tuesday	
May 15	Wednesday	
May 16	Thursday	
May 17	Friday	

Guests may share resident facilities for periods up to 72 hours provided the Residence Staff is notified. All guests must have a guest I.D. card (available from the Residence Staff) and a designated resident student host. Lack of notice and/or extended occupancy will result in a $10.00 per day charge to the resident and trespass prosecution of the non-resident.

Housekeeping and maintenance services are the responsibility of the residents who are expected to help maintain a clean, healthy living environment in the hall. Problems should be reported to the Residence Staff who will contact the Facilities Management Department. The Facilities Management Department will only accept Work/Repair Orders requested by the Residence Staff. Housekeeping services are provided in bathrooms (except Head Resident apartments), hallways, and other public areas.

Laundry facilities are provided in all residence halls. Problems should be reported to the Head Resident, and refunds are possible by reporting the machine location and number to the Dean of Students Office.

Lounges are located in all residence halls and the cleanliness of lounges is the responsibility of all students. Removal of furniture is prohibited and subject to disciplinary action. Replacement or moving charges will be assessed against anyone who removes lounge furnishings.

Noise levels should conform to reasonable standards allowing the pursuit of academic objectives at all times. At no time should amplification equipment or noise be directed outside the individual room or placed on a balcony. Courtesy, cooperation, and the exercise of individual responsibility are expected at all times. A judicial summons will be issued for noise that disturbs academic endeavors or sleep (during reasonable sleeping hours), and individuals are expected to monitor their own noise level. Courtesy Hours shall take effect at 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Friday and Saturday. In all cases they are in operation until 10:00 a.m. the following day.

An environment conducive to academic pursuits is the responsibility of each individual. In the event that a student is unable to secure such an environment, the assistance of the Residence Staff or Security should be requested.

Painting and room decoration should be guided by common sense. Curtains are not to be removed from room windows. Occupants are fully accountable for the condition of their rooms and charges for tape marks, nail holes, etc. will be made at the end of the year.

Pets are strictly prohibited in residence halls or other public areas. Small animals kept in cages or bowls at all times are permitted. The occupant is responsible for any consequences resulting from the presence of a pet. Failure to remove any animal when requested will result in eviction of the resident.

Residence Staff: Each residence hall has at least one Head Resident and (with the exception of Bradley Lodge) two or more Resident Assistants who are members of the Dean of Students staff. These persons are responsible for the operation and management of the residence halls; development of in-residence

programs; communication between residents and the faculty/staff concerning academic, social or personal matters; and the general conduct of individual residents.

Shipping to the College should be in care of the student, and shipped items may be claimed at the mailroom. Shipping to and from the College is entirely at the owner's risk.

Storage on campus is at the owner's risk. The College cannot be responsible for damage to or theft of articles left on campus. Each residence hall has designated storage space. For your protection, all items should be boxed, dated, and labeled. Unidentified materials will be disposed of in order to maintain maximum usable space. In the spring, items for the following year should be stored in the residence hall to be occupied in the fall.

Vending machines are placed in residence halls at the initiative of a College-contracted vendor. If money is lost in a residence hall machine or in other soda pop or candy machines elsewhere on campus, contact the Dean of Students Office.

Water beds are permitted only in Deerpath, Gregory, McClure, Nollen, Roberts, and the annexes of Blackstone and Harlan. Engineering limitations prohibit water beds anywhere else on campus. A Water Bed Agreement must be filed with the Head Resident, and anyone with a water bed is responsible for any resultant damages, including personal liability in case of electrical shock. Parents of dependent students are to be made aware of the Water Bed Agreement by the student with the water bed. Students with water beds should bring their own hoses for filling and emptying the beds.

RIGHTS AND RESPONSIBILITIES OF RESIDENTS

Residents have the primary right to study and to sleep in the residence halls. While program interests and social activities are part of the residential experience, the primary function of Lake Forest College is intellectual and personal development, and a suitable atmosphere is necessary to achieve this end. Courtesy, cooperation and the exercise of individual responsibility is expected at all times.

Residents are guaranteed privacy within the confines of their rooms on campus. Representatives of the College should not enter a student's room except under the following conditions.

1. Rooms may be inspected for general physical conditions and/or damage when written notification has been posted in the residence hall 48 hours in advance of any such action, or when the student has specifically requested a repair.
2. Rooms may be inspected for fire safety. (Disciplinary action against a student on the basis of such entry is limited to violations of fire/safety rules or stolen property).

3. Rooms may be inspected during vacation periods. Inspections at this time are limited to room condition and fire safety. A minimum number of fire inspections per year are required by law, and the Facilities Management Department is better able to perform these routine inspections during the vacation periods.
4. In emergency circumstances when imminent danger to life, health, safety, or property is reasonably feared.
5. When there are noises or disturbances which may affect others.
6. When, under the authority of the Dean of Students Office, there is evidence that College regulations have been violated. Such evidence is to be based upon direct observation of the violation or upon report from an identifiable source.

The right to enter is not synonymous with the right to search. When fire and safety checks are involved, any search shall only be authorized to establish that no violation of fire and safety standards exists.

College-owned premises occupied by students and the personal possessions of students shall not be searched except under court authority or by permission of the Dean of Students Office. To obtain permission from the Dean of Students Office, application must be made to the Dean of Students specifying the reasons for the search and the objects or information sought. The student occupant should be present, if possible, during the search.

Students who believe that entry into or search of their premises violates the regulations established above should bring their accusation both to the President of the Student Government and the Chairperson of the College Life Advisory Board. They, in turn, shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairperson of the College Life Advisory Board. If the accusation is sustained, the student bringing the accusation shall not be charged with having violated College regulations on the basis of evidence gained by means of the unacceptable entry or search.

SECTION V

POLICIES AND PROCEDURES

ACTIVITY FEE FUNDING GUIDELINES

The Activity Fee is determined in amount by the Administration of the College and is collected by the Administration as a part of the general fee structure of the College; failure to pay the fee results in suspension of a student's registration at the College.

The College allocates the fee to Student Government once a year. Responsibility for the disbursement of these funds lies directly with Student Government and its officers.

The Administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced, and to revise the fee or to cancel it entirely for a given year if it is determined that established priorities are not being met and/or procedures are being violated, or for the best interests of the College.

A review may be held at any time at the request of either Student Government or the Administration, and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be undertaken by the College Life Advisory Board, which shall report its findings to the Dean of Students Office.

Priorities

The Activity Fee shall be distributed in recognition of the following priorities:

a) maintenance of a representative Student Government;
b) encouragement of responsible Student Government, through procedures which recognize and reflect individual expressions of funding priorities;
c) maintenance of an effective, community-wide communication system on campus (e.g. *The Stentor*, WMXM);
d) support of a comprehensive program of community-wide cultural activities;
e) encouragement and support of a residence hall program which includes residential groups;
f) encouragement and support of sub-groups within the total community which contribute to the strength and diversity of the entire community.

Procedures

a) The Budget of Student Government shall be set annually by the Government in the spring of each year.
b) All accounts of Student Government will be maintained within the College's

accounting system and will be subject to semi-annual review by the College's Business Officer.

c) All programs, events, publications, etc. supported by the Activity Fee shall be open equally to all members of the College community.
d) All expenditures must be in compliance with civil law and College rules.
e) Neither Student Government nor organizations granted "economic autonomy" may engage in deficit spending.

AIDS POLICY

It is the policy of Lake Forest College that students, faculty and staff shall not be discriminated against on the basis of exposure to or infection by the Human Immunodeficiency Virus which causes AIDS. Individuals who have been infected by the AIDS virus shall be afforded every reasonable opportunity to pursue their course of studies or employment as long as they are physically and mentally able to do so. All decisions regarding accommodation of infected individuals shall be made on a case-by-case basis and with the benefit of competent medical and legal advice. All information regarding infected students, faculty or staff shall be treated as confidential. In addition, this policy specifically provides for the following:

1. The President shall assign to appropriate administrators the responsibility to represent the College in all inquiries about the AIDS Policy, as well as for the implementation of related educational programs and support services, and shall designate those responsible for coordinating AIDS programs and services from the College's several constituencies.

2. Students and employees of the College who have been infected by the AIDS virus as indicated by a confirmed "positive" antibody test result and follow-up medical examination are encouraged to report their status to the office of the President, who shall retain final authority for approving accommodations which might affect the academic progress, housing assignments and/or schedules of those individuals.

3. The President, acting through appropriate administrators, will be responsible for advising persons infected with the AIDS virus (a) of available treatment, counseling resources and practices recommended to reduce the risk of transmitting the AIDS virus to others, (b) of procedures to follow in the event of a medical emergency, and, (c) in the case of students (and their roommates), of available optional housing assignments which will include a single room choice.

4. Individuals who are infected by the AIDS virus and who knowingly engage in "unsafe" behaviors which place fellow members of the College community at increased risk of infection may be subject to disciplinary action, up to and including suspension or expulsion.

5. The policy of the College regarding confidentiality of records shall be applied to all information, correspondence and data regarding students or employees known to be infected with the AIDS virus.

6. Where it is determined based upon competent medical authority that AIDS infected employees or students can safely and ably pursue their course of studies or employment, all members of the College community will be required to assist the College in implementing the obligation to refrain from discrimination against any such individual.

7. Sanctions for violations of this policy may be appealed through the appropriate grievance procedure, but final authority for dismissal or termination from the College for a violation of this policy shall rest with the President.

ALCOHOL POLICY

The State of Illinois requires that persons be 21 years of age or older to purchase, possess or consume alcoholic beverages. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons are in violation of Illinois law.

Lake Forest College is not a law enforcement agency and does not assume responsibility for enforcing the state liquor laws. The College does urge students to familiarize themselves with the state laws and to conform with them.

Regulations:

1. Responsible Use of Alcohol

   Students are responsible for maintaining conduct which is at all times consistent with the educational purposes of the College. Excessive consumption of alcohol leading to illness or lack of consciousness is considered a serious misuse of the alcohol regulations and will cause the individual to be subject on the first offense to mandatory counseling on alcohol abuse, and thereafter to disciplinary action by the Drug Hearing Board. The minimum penalty for excessive consumption of alcohol following the first offense will be a Judicial Citation; a third offense shall ordinarily lead to suspension. [Note: The voluntary submission for medical or counseling review shall be considered a mitigating factor in the assigned penalty.]

   Organizations sponsoring events at which beer and wine are served are responsible for assuring that their guests do not abuse the alcohol regulations, for the safety of their guests including, if necessary, obtaining medical assistance, and for adhering to regulations published by the Dean of Students office. Failure to assume such responsibility will cause the organization to forfeit its privilege to host parties over a period of time to be determined by the Dean of Students, and may result in discipline up to and including the disbandment of the organization.

2. Locations where consumption of alcohol is permitted

   Consumption of alcoholic beverages is permitted only in private rooms and in registered lounges of the residence halls and Commonplace as specified below. Alcoholic beverages may not be carried in open containers between buildings, between rooms within Freshmen residence units so designated by the Office of the Dean of Students, and in such other upperclass residence halls identified by the Dean in consultation with the housing staff.

3. Private Rooms

   Students are responsible for their own conduct, and that of their guests, in individual rooms. In order to assure the right of others to enjoy quiet study conditions, when open alcohol is present in a room the door must be shut. No kegs are permitted in private rooms, and a host will be subject to disciplinary action if there is excessive noise or if there is overcrowding in the room.

4. Lounge parties

   Beer and wine are the only alcoholic beverages which may be consumed in reserved residence hall lounges approved in advance by the Dean of Students Office. No drinking games of any sort are permitted. (See Facility Registration Form, issued by the Office of the Dean of Students.)

5. Student organizations may reserve Commonplace for the purpose of holding all-campus parties where beer and wine may be served. (No more than four such parties may be held in any given semester.) An exception may be made for the final senior class party (see below).

6. The senior class may schedule two parties, restricted to seniors and guests, at which alcoholic beverages other than beer and wine may be served.

Education Program:

1. Freshmen orientation will include a session for all freshmen on responsible alcohol use and an explanation of College regulations.

2. A required meeting of all officers of campus sororities and fraternities will be held each fall, to discuss responsible drinking patterns and to explain College regulations; any unexcused absence of a sorority/fraternity officer will result in removal of party privileges for three months.

3. A review of the College regulations with the faculty at the first faculty meeting each academic year.

Evaluation:

This policy will be evaluated following Spring vacation in 1991 in the following manner:

1. The Office of the Dean of Students will submit to the President a statistical summary of alcohol-related discipline cases heard before the Drug Hearing Board and the Conduct Committee by no later than April 1, 1991. The Dean will also request an evaluation from the Counseling Center.

2. The President shall request a report from the head resident of each residence hall, describing the effectiveness of the policy in regard to containment of the alcohol culture and the development of responsible drinking patterns by students by April 1, 1991.

3. The Student Government will be invited to submit its evaluation of the effectiveness of the regulation.

4. After summarizing these evaluations, the President will share the material with the College Council, and following discussions will modify the regulations as appropriate.

ATHLETIC ADVISORY COMMITTEE

1. Duties:
   The Athletic Advisory Committee (AAC) may be convened at anytime by the chairperson to discuss any matters affecting the athletic department.

2. Composition:
   a. The AAC will consist of the following people.
      i. One team captain chosen from each of the 15 varsity sports for men and women. In case there is more than one captain for a given sport, the team members shall decide which captain shall serve on the AAC.
      ii. One member from intramural sports.
      iii. One member from club sports.
      iv. One member at large, not involved in organized athletic activities.
      v. The elected Chairperson, if no longer a captain of a varsity sport.

   b. Selection of members and chairperson
      i. At the conclusion of each varsity season, a new captain shall serve on the AAC until the next year's varsity season ends.
      ii. The members of each of the three latter categories are to be selected by the Executive Committee of Student Government by March 1.
      iii. Within ten days after the first day of classes of the fall semester, the Athletic Director shall call a meeting of the AAC to elect its chairperson for that academic year.

3. Personnel Policies Subcommittee:
There shall be a personnel policies subcommittee, elected by the full AAC, to meet at the call of the Athletic Director (or when warranted by the President or his/her representative) to advise on matters of staff hiring and review. This subcommittee shall consist of:
   a. three elected members - two from the varsity captains (one man and one woman), and one from the other three categories of membership; and
   b. a fourth member may be added temporarily, as circumstances warrant, depending on the task at hand.

4. Periodic Review:
The AAC will be subject to periodic review by the College Council.

COMMONS

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Campus Activities Office. Please note the following Commons regulations:

1) animals are not permitted in the building,
2) furniture may not be moved from one room to another except when approved by staff personnel,
3) no one is permitted to remain in the building after closing hours, and
4) solicitations are prohibited except under solicitation guidelines in this section.

DRUG POLICY

The following are prohibited and are deemed to be contrary to the best interests of both the College and the community:

1. use, possession, sale or distribution of illegal substances;
2. abuse of over-the-counter or prescription drugs; and
3. possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the Dean of Students Office and, as necessary, to the Drug Hearing Board.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY REQUIRED BY THE FEDERAL GOVERNEMENT FOR A DRUG-FREE SCHOOL

Pursuant to the requirement of Public Law 101-226, Lake Forest College issues the following statement regarding a drug-free school.

1. **Prohibited Conduc**
The unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on College property or as part of any College activity is prohibited.

2. **Applicable Legal Sanctions**
The Illinois Criminal Code classifies drug-related offenses (e.g.: manufacture or delivery of a controlled substance, engaging in a calculated criminal drug conspiracy, drug trafficking, unauthorized possession, etc.) as either Class A misdemeanors or Class 1, 2, 3, 4, or x felonies depending upon the severity and nature of the conduct. The following criminal penalties are applicable to the identified categories of offenses.

Category of Offense	Monetary Fines	Imprisonment
Class A Misdemeanor	$1000	Up to 1 year
Class 4 Felony	Up to $15,000	1 to 3 years
Class 3 Felony	Up to $150,000	2 to 4 years
Class 2 Felony	Up to $200,000	3 to 7 years
Class 1 Felony	Up to $250,000	4 to 15 years
Class X Felony	Up to $500,000	6 to 60 years

3. **Counseling Services and Rehabilitation Program**
The use of illicit drugs and the abuse of alcohol may result in serious health consequences. For more information, consult pamphlet, *Drugs and the Body*, which is available in the Personnel Office. Students experiencing problems with drug and alcohol abuse are encouraged to seek assistance in the Counseling Center. The Center offers individual counseling and may offer Peer Counselors and Drug and Alcohol Support Groups for additional assistance. Employees with group health insurance coverage should refer to the booklet, *Your Group Benefit Plan*, for coverage on drug and alcohol treatment. In addition, the Personnel Office has available as a reference resource, *Human Services for Lake County People.*

4. **College Sanctions and Penalities**
Lake Forest College employees and students found in violation of the prohibitions set forth in their respective *Handbooks* will be subject to disciplinary action up to and including termination or suspension. Each case will be evaluated on an individual basis. It is possible a disciplinary sanction may include the completion of an appropriate rehabilitation program.

5. **Biennial Policy Review**
This policy will be biennially reviewed by the appropriate governance committee of the College to determine its effectiveness and implement changes to the program if they are needed. Such a review will also determine that the College's disciplinary sanctions are consistently enforced.

FEDERAL REGULATIONS AND GRIEVANCE PROCEDURES

In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504 have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

I. **Sex Discrimination**

No student shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX, which prohibits sex discrimination in education, requires the adoption of a grievance procedure to handle allegations of sex discrimination against students.

A. Scope of Review:

The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.

B. Procedures:

1) Individuals with a grievance should discuss the grievance with the Dean of Students.

2) Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.

3) The Grievance Committee shall be the Conduct Board. The Committee, following the limits addressed in Section A ("Scope of Review") will attempt to make its report within ten days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

II. **Handicap Discrimination**

Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying him or her participation in, or the benefits of, any College program or activity.

A. Procedures:

Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of handicap. If a member of the student body feels there is reason to believe that handicap discrimination has occurred, under Section 504 of the Rehabilitation Act of 1973, grievance should be handled in the following manner:

a) Individuals with a grievance should notify the Assistant to the President of their grievances, in writing, within seven days of the alleged incident.

b) Failing resolution, individuals should follow appropriate grievance procedures established for sex discrimination.

FIREARMS/FIREWORKS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes pellet guns, BB guns, slingshots, and fireworks.

HAZING

Lake Forest College explicitly and emphatically prohibits hazing. Hazing is defined as any action taken or situation created by any group, on or off College premises, intentionally designed to produce mental or physical harm, discomfort, or harassment. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions which interfere with academic goals, coerced drinking, and any other activities which are not consistent with the guidelines, regulations, and/or policies of the College.

Hazing violations will be dealt with by the College's judicial system. In addition to those sanctions included in the judicial system, the Dean of Students staff may administer sanctions which include but are not limited to warnings, probation, or disbandment of organizations. (See "Residential Groups.")

IDENTIFICATION CARD

The I.D. card must have a current validation sticker attached in order to be valid. It must be presented upon request to any College official, Security Officer, Residence Staff member, Librarian, and at campus functions (e.g. residential group parties) or facilities (e.g. Sports Center, Library, Dining Hall) where identification is necessary.

The I.D. card should be carried at all times. It is furnished by the College for use as a means of personal identification as a Lake Forest College student and represents membership in the College community.

I.D. cards are available at the Security Office on weekdays between 9:00 a.m. and 4:00 p.m. Replacements for lost or damaged cards are available upon payment of a $5.00 (cash) charge. I.D. cards are not transferable, and misuse or alteration of a Lake Forest College I.D. card will result in disciplinary action.

JUDICIAL SYSTEM

The Judicial System is an integral part of our educational process in two ways: it provides those students who administer it a learning opportunity, and it requires of all students responsible behavior. Lake Forest College's judicial authority originates in the Board of Trustees and the President of the College. Changes in this document may be recommended by the College Council to the President.

Lake Forest College is committed to maintaining a diverse campus community, characterized by mutual respect. The College recognizes that each member of this community brings with him or her cultural values and norms unique to the individual. Within this context, the status of Lake Forest College as a residential academic community and the student's position as a citizen of that community make necessary certain rules and regulations designed to protect and promote a learning environment, to maintain order, and to control adverse behavior that infringes on the rights and freedom of others. A college education is primarily academic and intellectual in nature, but it also includes the development of values which translate into responsible behavior.

The judicial system at Lake Forest College is designed to support and protect student rights, your own and those of others. The system works for you as *complainant* or *respondent*.

> **complainant** - one who commences a personal action or investigation to obtain a remedy for an injury to his/her rights; the complaining party. In some cases, the College serves as the complainant.
>
> **respondent** - one who responds (the accused) or is liable to be called on in response to a complaint.

Judicial procedures at Lake Forest College have been established to provide justice in cases of alleged violations of College regulations by students. These procedures invoke the College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state, and federal officials. If alleged acts are violations of both public law and College regulations, both courses of action can be pursued. The judicial procedures of a private institution are not set up to provide the "due process" rights one has in a court of law, but the "fair hearing" rights consonant with a collegial community. Students should contact the Dean of Students Office and/or make an appointment to discuss specific concerns with a dean.

When there is an alleged violation of College regulations, the student involved may receive a Judicial Summons, which requires that the student report to the Dean of Students Office within 24 hours (or the next working day). The Judicial Summons is not a sanction; its purpose is to inform the student that a violation of College regulations may have occurred and is under investigation. One of the deans will discuss the alleged violation with the student and try to determine his/her level of involvement, if any. After the investigative process

has concluded, the case may be settled by mediation, dropped, result in an Administrative Warning, or be forwarded to the Committee on Dispositions.

Minor violations of the College regulations (including but not limited to open alcohol outside of buildings, abusive drinking, excessive noise) shall be dealt with through the issuance of Administrative Warnings by a Security Officer, Dean of Students staff member, or authorized Librarian. Administrative Warnings shall remain on record for the semester in which the warning occurred and the following two semesters. Summers do not count as semesters; consequently, an Administrative Warning received in the summer lasts for the next three semesters (i.e. fall, spring, and fall). The accumulation of three Administrative Warnings in this time frame makes the student subject to removal from campus housing.

Major violations of College regulations shall be considered by a Dean's Hearing, the Committee on Dispositions, the Conduct Board, the Drug Hearing Board, or the Sexual Harassment Hearing Board. Major violations include but shall not be limited to the following:

1. physical or verbal abuse, including sexual harassment, acquaintance rape, intimidation, or any other conduct threatening the health or safety of any person;
2. disorderly conduct, public obscene actions, the disruption of legitimate activities of the College, behavior which interferes with the free speech or the rights of access to College facilities of any member of the College;
3. discriminatory threats or actions relating to a person's race, sex, sexual orientation, ethnicity, religion, or handicap;
4. theft or vandalism involving personal or College property;
5. unauthorized entry or use of College facilities;
6. forgery, alteration, or misuse of College documents, records, or identification;
7. perjury through the conscious furnishing of false information to College officials, the Committee on Dispositions, the Conduct Board, the Drug Hearing Board or the Sexual Harassment Hearing Board;
8. violation of public laws or College regulations pertaining to firearms, incendiaries, explosives, and other dangerous items;
9. failure to comply with directions of College officials acting appropriately in the performance of their duties, including the refusal to present a College identification card to a College official; and
10. possessing or trafficking of illegal drugs.

Dean's Hearing

Any student may bring a complaint, specifically of a very private nature (e.g. acquaintance rape or other irresponsible sexual behavior), directly to the Dean of Students. The Dean may attempt mediation. If the student wants to carry the complaint further, he/she must then submit the case to the Committee on Dispositions for possible referral to the Conduct Board.

Sexual Harassment Hearing Board (See Sexual Harassment Statement)

The Committee on Dispositions

A. Composition - The Committee on Dispositions shall be composed of a Dean of Students staff member, who shall be chosen by the Dean and serve as chairperson; a member of the faculty selected by the Faculty Personnel Policies Committee; and a student selected by the Executive Committee of the Student Government. The latter two must be approved by the President of the College. The Committee shall be appointed in timely fashion and shall take office at the beginning of the next academic year.

B. Process - A member of the College who has a complaint which could lead to a judicial action should bring it immediately to the attention of any member of the Committee on Dispositions. The complaint must be specific enough to enable the committee to make a decision. The Committee shall meet as soon as possible after receiving a complaint, at which time it will decide how the investigation as well as judicial aspects of the case should be handled. The Committee may require any member of the College involved in a violation of College regulations to appear; information given the Committee by such individuals may in turn be requested by the Conduct Board or the President. The Committee shall advise all parties of their rights and courses of action open to them, including the right to seek assistance from local law enforcement officials. Once the complainant reports an alleged offense, he or she shall become a witness to the facts if and when the case is brought to a hearing.

C. Roles - Once the Committee has reviewed the facts, it has several options.

1. The Committee may decide that the case needs a further hearing and forward the case to the Conduct Board. A member of the Committee may appear at the Conduct Board hearing to present the case, though this is normally done through a written report from the chairperson.

2. In cases where the College is the complainant, where the respondent has admitted guilt, and where the matter does not seem to merit a hearing by the Conduct Board, the Committee may, with the consent of the complainant, settle the case and assign a sanction up to and including a Social Contract.

3. With the consent of both the complainant and the respondent, the Committee may resolve the case through mediation. If the Committee judges the mediation attempt to be unsuccessful, it may forward the case to the Conduct Board. The complainant, however, may not bring the case to the Conduct Board without the consent of the Committee.

4. The Committee may decide there is insufficient evidence to warrant pursuing the case.

The Conduct Board

A. Composition - The Conduct Board shall be composed of five students (plus one alternate) and two faculty members (plus one alternate). The students shall be nominated by the Executive Committee of the Student Government. Before the names are submitted to the President for final approval, they shall be posted for one week, during which students can examine the list and make any objections known to the Executive Committee. The faculty members shall be selected by the Faculty Personnel Policies Committee. These names shall then be submitted to the President for final approval. The appointments shall be made in timely fashion, with the new Conduct Board members taking office at the beginning of the next academic year. After the appointments are made, the Chairperson may, under pressing circumstances, call upon new members as substitutes. The Chairperson of the Conduct Board shall be a student elected by the five students, two faculty members, and two alternates.

B. Quorum - Normally there are seven voting members, though six voting members constitute a quorum. Alternates, when attending meetings as non-voting members, may participate in the discussions. The Dean of Students attends meetings and participates in discussions, though without a vote. A member of the Conduct Board may ask to be disqualified from a meeting on grounds of possible prejudice.

C. End of term and summer procedures - Violations of College policy from the last week of classes in one term through the first week of classes in the next term shall ordinarily be handled by the Dean of Students or his/her appointed alternate. The student charged may request a hearing by a special committee appointed by the President consisting of three students, two faculty members, and a representative of the Dean of Students Office. The special committee shall elect a chairperson and shall follow the judicial procedures outlined in this chapter.

D. The Hearing-Hearings shall be relatively informal and procedures shall be flexible. Before a hearing, the chairperson shall recommend any further procedural guidelines which do not contradict what is stated in this document. The hearing is closed. A tape shall be made of the hearing and shall be kept nine months. The Conduct Board may summon any

member of the College community as well as any other person. If a student does not appear when summoned, the Conduct Board may impose a sanction. For faculty members and administrators who do not appear, sanctions up to letters of censure may be recommended. All witnesses before the Conduct Board may be questioned by the respondent and/or the respondent's counsel, the Dean of Students, and members of the Conduct Board.

In the assignment of judicial sanctions, the Conduct Board shall consider the nature of the violation, the respondent's previous conduct, and the circumstances under which the violation was committed. Furthermore, the Conduct Board shall consider restitution an integral part of any decision on sanctions.

E. Respondent's Rights
The respondent shall have the right to:

1. obtain assistance from the Dean of Students Office whenever the complainant is advised to consult local officials;
2. see a written charge against him/her prior to the hearing and written notice of the time and place of the hearing;
3. testify and present evidence, present a reasonable number of witnesses in his/her behalf and have an opportunity to question adverse witnesses;
4. present up to two character witnesses, have one counsel (who must be a member of the College) present at the hearing at all times while the respondent is before the Conduct Board (the Chairperson of the Board should be advised of plans to have a counsel present); and
5. tape his/her own hearing in addition to the official tape.

Formal rules for legally admissible evidence shall not apply; however, evidence must conform to basic standards of fairness and be pertinent to the charge. Sufficient evidence to demonstrate an infraction to a reasonable person shall be the standard proof for determining guilt. The burden of proof rests with the party bringing the case. The Board shall find the respondent guilty when there is a high probability that the facts as presented constitute a violation of College policy.

A respondent's previous conduct record shall not be made available to the Board until after the decision of guilt has been made, and may be used only in the assignment of a sanction.

At least four members of the Conduct Board must vote to convict for a respondent to be found guilty; the Chairperson shall vote only in case of a tie.

Sanctions

A. **Administrative Warning Sanctions:** Whenever possible, an Administrative Warning shall be given in person at the time of the incident; however, it may be delivered to a student through the campus mail. Receipt of an Administrative Warning shall require the student to report to the Dean of Students Office the next working day, at which time a dean shall review the incident.

1. Upon validation of a first warning, notification shall be given to the student, the student's academic advisor(s), and the Director of Security; a record shall also be placed in the student's personal file.
2. Upon validation of a second warning, the Dean of Students shall notify the student's parents or legal guardian in addition to the aforementioned. Within two working days after validation of the second warning, the student may submit a written appeal of the first and/or second warning to the Conduct Board. Failure to appeal within this time prohibits the student from a review of either of these warnings at any future time.
3. Upon validation of a third warning, the student is subject to removal from campus housing. Any appeal of the eviction and/or the third warning, must be filed in the Dean of Students Office within 24 hours. If removal from campus housing is upheld, no refund shall be given the student for a paid room fee. Respondents are subject to other sanctions, either instead of or in addition to removal from campus housing. Residential students (in addition to eviction) and non-residential students shall be subject to the assignment of a Social Contract, Judicial Citation, or Severe Citation.

B. **Major Sanctions**

1. **Social Contract:** a flexible sanction deemed appropriate to the violation. A social contract generally involves service to the College community or restitution. A member of the Dean of Students Staff shall be responsible for supervising the respondent in order to assure that the terms of the contract are met. Failure to comply will result in further sanctions.
2. **Judicial Citation:** a sanction informing the respondent that if he/she is ever (or for a specified period of time) convicted of violating a College regulation again, suspension shall be automatic as the least possible penalty. The designated Board shall state the suspension period applicable to the second violation.
3. **Severe Citation:** a sanction which, in addition to the provisions of the Judicial Citation, excludes a student from all extracurricular activities as stated by the designated Board on a case-by-case basis.

4. **Removal from Campus Housing**: a sanction involving loss of the on campus housing privilege and, in some cases, excluding the student from access to the residence halls.

5. **Suspension and Expulsion** are sanctions which can only be exercised by the President of the College. The President may delegate to the Dean of Students the power of temporary suspension pending final action of civil or College officials if the alleged violation is a potential threat to the safety or well-being of the College or the community. As with all sanctions, the President retains the power of executive privilege and authority. The respondent has 24 hours after the hearing to appeal to the President any sanction determined by the designated Board.

   The Conduct Board, Drug Hearing Board, and the Dean of Students may make recommendations concerning suspension or expulsion to the President.

   Suspension entails removal of a student both from classes and from the campus for a determined period of time (but at least for the remainder of the semester), after which readmission is possible, though by no means automatic.

   Expulsion is suspension with no option for readmission.

   Suspension of a student for a period of time intended to prohibit that student from completing the semester's work and for any additional length of time up to two academic years shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. Expulsion shall have the same consequences on the transcript as suspension.

   Students on financial aid who are suspended or expelled should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need.

Records of judicial action are destroyed upon graduation except in instances of suspension or expulsion. These remain as a permanent part of the student's record and are described by the word conduct to distinguish them from similar action taken for academic reasons. Students under suspension are not permitted to withdraw from the College in order to avoid the recording of a suspension.

No refunds are available to students who are removed from campus housing, suspended, or expelled. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must reapply for admission to the College.

Drug and Alcohol Hearing Board

The Drug and Alcohol Hearing Board shall hear all cases involving alleged violations of the drug and alcohol policies referred by the Dean of Students and decide upon appropriate action based on testimony offered by the Dean of Students (or a designated Associate/Assistant Dean) and by the accused. Once the Dean has acted, the Board shall be required to meet and render its decision within seven calendar days.

A. Composition - The Drug and Alcohol Hearing Board shall be composed of two faculty and one upperclass student plus one faculty and one student alternate appointed by the President upon recommendation from the FPPC and the Executive Committee of Student Government respectively. Board members shall serve two-year staggered terms and the chairperson shall be designated by the President.

B. Process - The Drug and Alcohol Hearing Board shall operate according to the same guidelines as the Conduct Board and may impose any of the sanctions available to the Conduct Board. As part of this process, the Dean may request or the student may present results of appropriate and timely laboratory assessments. Decisions of the Drug and Alcohol Hearing Board concerning the facts of the case must be unanimous; recommendations shall be by majority vote of the Board.

C. Role-The Drug and Alcohol Hearing Board exists to deal quickly, effectively, and fairly with the dangers incurred by our community through student possession and use of illegal drugs and alcohol.

Code of Confidentiality

Confidentiality is of paramount importance in all the above proceedings. Alleged violations of this code by any parties involved in these proceedings are subject to judicial action.

Reporting

Regular reports of the decisions of the Committee on Dispositions, the Conduct Board, and the Drug Hearing Board should be submitted to the Stentor by the Dean of Students; these reports list charges, decisions, and sanctions but do not include names. Recommendations for the future should be submitted by these groups to the College Council.

Diversity

Individuals or committees involved in nominating candidates for positions on the Committee on Dispositions, Conduct Board, Drug Hearing Board, and the Sexual Harassment Hearing Board should strive for diversity in gender, ethnic, and racial representation.

NO SMOKING POLICY

In order that the campus be in large measure a "clean air" one, it is the policy of Lake Forest College to limit cigarette, cigar and pipe smoking to certain locations of the campus; in such areas not specifically designated as smoking areas, courtesy to those who do not smoke is expected.

Violations of the no-smoking policy are to be reported to one's immediate supervisor or the individual responsible for the building or facility, only after the violation has been brought to the attention of the individual smoking by the individual who wishes to file a complaint.

One or more no-smoking clinics will be held each Fall, providing opportunity for an individual to gain help in terminating a smoking habit.

Cigarettes will not be sold on the College campus.

NO SMOKING REGULATIONS

Smoking is not allowed in public places on the Lake Forest College campus, with the exception of a few specially designated smoking areas. The designated no-smoking areas on campus are:

Classrooms, with no exceptions;

Commons, with the exception of the balcony of Commonplace, the Faculty Lounge, and one of the Pierson rooms in which smoking will be allowed and which by special provision may by reservation be used by staff and their guests; (Note: The Campus Security Department and the work area of the Mail Room shall be considered as private office space, with smoking allowed in those areas if all workers agree.)

Library, with the exception of the single smoking study lounge on the second floor;

Chapel, with no exceptions;

Lounge areas, with only the following exceptions:

a) In residence halls, any lounge which is approved for smoking by a three-fourths vote of the students using that lounge, such a vote to be taken each fall and monitored by the Dean of Students Office;

b) In the Commons, the Faculty Lounge (if approved by vote of the faculty) and the balcony of Commonplace.

Sports Center and Hockey Rink, with the exception of private offices;

Theatre, with the exception of the stage area (for plays), the lobby, and private offices.

Facilities Management Department, with the exception of the lounge, which by three-fourths vote of those using the lounge (monitored by the Director) may be declared a smoking area, and private offices.

Areas where smoking may be permitted (if there is sufficient support among the users):

Private rooms or offices, including rooms in residence halls. (Note: Students may elect a roommate who smokes or doesn't smoke.) When employees share an office, all individuals who share that space must agree before it can be designated a smoking area.

Certain lounge areas, specifically designated as smoking areas in this policy or by vote of the users.

This policy does not apply to Glen Rowan.

PRIVACY STATEMENT

1. **Directory Information**
The amendments to the Family Privacy Act make it possible to release "Directory Information" to any parties without the written consent of the student. As stated in the Federal Register, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (of members of athletic teams), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the name of the student's parents and academic advisor, and other information routinely published in the College Directory. Within the first fifteen days of classes in the fall, a student who wishes to restrict release of "Directory Information" should give written notification to a member of the Dean of Students staff.

2. **Information to Parents/Legal Guardians of Dependent Students**
The College does not need a dependent student's written consent to send his or her parents/legal guardians the following information: College bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.

3. **Confidential Information**
Students may not review their parents' financial records without written consent of the parents. In addition, confidential letters and statements placed in the students' files before January 1, 1975 must have their assurance of confidentiality respected. Otherwise, students may inspect their records in the Office of the Dean of Students.

Persons with questions about the revised law should feel free to consult with the Office of the Dean of Students.

PROPERTY LOSS OR DAMAGE

Lake Forest College does not provide insurance for students' personal belongings such as, but not limited to, bicycles, stereo sets and clothing. If a student sustains a loss, the College cannot be held liable for the replacement of such loss.

It is recommended that the student make arrangements for insurance to cover personal belongings.

In the event that there is a possibility of negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably the Security Department, and a claim filed with the student's insurance company. This is not a valuation procedure; it merely establishes the fact of loss and possible College action.

College negligence will subsequently be reviewed. Those claiming such negligence must advise the Business Office, in writing, and send a copy to the Office of the Dean of Students.

If settlement is made, the recipient must sign a statement that no reimbursement has been received or will be received from the insurance company.

RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College.

No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or in any other way prevent students from exercising their right to demonstrate peacefully.

RESERVATION OF CAMPUS FACILITIES

Room reservations for on-campus activities are made through the following offices:

Sports Center - Director of Athletics
Pierson A/B/C and Commonplace - Campus Activities Office

All other rooms in academic buildings, including McCormick Auditorium and Reid Auditorium, are reserved as follows:

1. for scheduling every day of the week, contact the Dean of Faculty, and
2. for scheduling McCormick Auditorium and Reid Auditorium after 5:00 p.m., contact the Campus Activities Office.

For the rental of any room or building on campus to an outside person or group contact the Director of Conferences who handles reservations for housing of visiting lecturers and professors.

SEXUAL HARASSMENT STATEMENT

Policy

It is the policy of Lake Forest College to maintain the College community as a place of work and study for staff, faculty and students free of sexual harassment. The violation of this policy by members of the College community, and all third-

party individuals who serve the College community, can result in discipline and discharge for employees; discipline and dismissal of students; and such penalties, sanctions, and impositions against other individuals or parties as may be available to the College given the nature of the contractual or business relationship that may be established with such parties or individuals.

Sexual harassment complaints may only be processed under the terms of this policy and such complaints may not be presented or processed through any other internal complaint resolution or grievance procedure.

Definition

Sexual harassment is defined as unwelcome sexual advances (heterosexual or homosexual), requests for sexual favors (heterosexual or homosexual), and other verbal and physical conduct of a sexual nature when (1) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting the individual, or (3) such conduct or communication has the purpose or effect of substantially interfering with the individual's work, academic performance, or housing, or of creating an intimidating, hostile or offensive working or educational environment. An offensive or hostile environment will be judged to exist only where the offensive conduct continues over a period of time; a single or isolated instance is insufficient to establish a valid "offensive environment" claim.

Individuals who have been harassed as defined above because of their sex or sexual preference have recourse to formal and informal grievance procedures through the Sexual Harassment Hearing Board.

Sexual Harassment Hearing Board

The establishment of a Sexual Harassment Hearing Board was approved by the Board of Trustees on December 13, 1986. The Hearing Board is composed of eight standing members, appointed by the President to staggered terms of two years each, after consulting with the Faculty Personnel Policies Committee, the Officers of Student Government, and the officers of the Employees Advisory Representatives Committee (EAR). The President shall select the standing members of the board for their sensitivity to the issues with which the Board deals and the respect they command within the College community. All members of the community may nominate individuals for board membership provided the nominees are willing to serve if appointed. Ideally, the standing members of the Board will be composed of equal numbers of men and women, and will include at least two students, two members of the faculty, two members of the exempt administrative staff, and two members of the non-exempt bi-weekly administrative staff.

No more than four members of the standing board will hear any case involving sexual harassment as designated under the section, "The Hearing." The two

student board members may only be selected to hear cases in which a student is involved as either complainant or accused. In all other cases, the Hearing Board may be selected only from the remaining six board members.

The chairperson of the Board shall be designated by the President.

Initiating a Complaint

A complaint of sexual harassment must be initiated within 180 days of the alleged harassment or culminating incident of harassment. A member of the College community may talk with any standing member of the Board about sexual harassment. Board members will provide information about the review procedures and their possible outcomes. A board member may encourage an individual to talk directly with the person whose behavior has given rise to the complaint. Provided the complainant agrees, a Board member may discuss a complaint with other Board members, but will identify the complainant only if he or she authorizes such identification and will identify the person complained against only if the complainant agrees to be identified.

Informal Mediation

Informal mediation is required before a formal complaint of sexual harassment is filed.

The complainant must select a member of the standing board to act as mediator. A Board member who judges that a complaint does not warrant mediation may decline a request to mediate. Likewise, a Board member who considers himself or herself unsuitable to act as a mediator shall identify another member of the Board for the complainant who will be willing to serve as mediator. (A Board member may decline to serve as mediator because of his or her particular relation to the person against whom the complaint is lodged, after explaining this to the complainant and obtaining permission of the complainant to talk with other standing members of the Board about the case.)

A person seeking mediation must agree to be identified to the person against whom the complaint is lodged. The mediator shall begin mediation efforts promptly, and shall report the results of mediation promptly to the complainant.

A mediator may talk about a specific case with other members of the Board only with the permission of the complainant, and will identify the person against whom the complaint is lodged only if the complainant agrees to be identified. A mediator may also discuss a case with the chairperson of the Board and/or with the appropriate officer of the College, although only with the mutual consent of the complainant and the person against whom the complaint is brought.

When mediation does not resolve the issue to the satisfaction of the complainant, the complainant may lodge a formal complaint with the Sexual Harassment Hearing Board.

Formal Complaints

Individuals who wish to lodge a formal complaint may do so until up to thirty days after the conclusion of mediation.

A person who wishes to lodge a formal complaint should contact the chairperson of the Sexual Harassment Hearing Board. A formal complaint must be lodged in writing and be accompanied by a signed statement detailing the complaint. The complainant shall submit the statement of complaint to the chairperson of the board, who shall give copies of it to the person complained against and to members of the Hearing Board. If the complaint has no merit as judged by the board's objective standards, the Board may refuse to investigate further, and the case is dropped.

The chairperson shall next provide copies of the complaint to the appropriate College officer; a complaint against a student to the Dean of Students, a complaint against a faculty member to the Dean of Faculty, and a complaint against another employee or a third party to the officer of the College responsible. The Officer may, upon request of either party, try to separate the working, living or academic arrangements of the complainant and the accused.

When a formal complaint is filed, the person accused of sexual harassment will be invited to submit a written response to the complaint. However, a formal reply is not required, and no adverse conclusions will be drawn if a formal reply is not provided. The chairperson of the board shall give copies of the response, if any, to the complainant, the officer of the College dealing with the complaint, and to the other members of the Hearing Board.

The Hearing

The complaint shall be heard by the Sexual Harassment Hearing Board, of whom at least three must be present to constitute a hearing, including one named by the complainant, one by the individual against whom the complaint is made, one by the College's personnel officer, and the chairperson of the committee.

At the hearing, either party has the right to be accompanied by and/or represented by a counselor of his or her choosing who is a member of the College community; a counselor may advise the complainant or the accused, but may not participate directly in the hearing.

The Hearing Board shall interview the parties together so that there is an opportunity to discuss all allegations. The Hearing Board shall decide what further evidence or witnesses are necessary before reaching the final determination.

The Hearing Board shall be guided by the following standard in determining whether a complaint of alleged sexual harassment has merit: the conduct complained of must be offensive to an average individual in the same or similar working environment.

Both parties shall have an opportunity to hear all witnesses and review all further evidence received by the Hearing Board. The Hearing Board shall retire to an executive session to reach its determination as to the presence of sexual harassment. It will present its findings in writing within one week of concluding its deliberations to the officer(s) of the College who supervises the individual(s) involved, with copies to those individuals.

Appropriate Discipline

The officer of the College and the Hearing Board, shall together talk with both the complainant and the person against whom the complaint has been lodged. After talking with the complainant and the accused, the officer of the College in consultation with the Hearing Board, shall take the action judged to be appropriate.

After acting, the officer shall prepare a written statement outlining the action taken, and shall give copies of this statement to the complainant, the accused, and members of the Hearing Board.

Written records of sexual harassment complaints and the investigation of those complaints will be retained in accordance with applicable regulations, but only on a confidential basis and will be separated from other personnel or student records.

Normally, officers of the College and board members may discuss a formal complaint identifying individuals only with other officers of the College and members of the board, the complainant, and the person against whom the complaint is lodged. If it seems appropriate for an officer of the College or a member of the community, he or she may do so only with the approval of the board.

Annual Report

At the beginning of each academic year, the board shall report on the previous year's activities. Its report shall include the number of individuals who came to board members for help during the past year, the number of requests for mediation, the number of formal complaints that were lodged, and the kinds of behavior that gave rise to complaints. The board shall submit its report to the President, who shall publicize it to the College community. The report shall not mention the name of any individual or identifying details of any case.

SOLICITATION BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS
(including commercial sales, fund-raising, and distribution of literature)

General Regulations

No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations which they may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of Campus Activities.

Specific Regulations

A) COMMERCIAL SALES: The Director of Campus Activities may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of Campus Activities may prescribe.

B) CHARITABLE, POLITICAL, OR RELIGIOUS SOLICITATION: As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may request permission to sell or distribute their political or religious literature under the following guidelines.

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Campus Activities Office between 9:00 a.m. and 5:00 p.m., Monday through Friday.

2. The only site where political or religious literature may be sold or distributed is between the two entrances of the cafeteria in the Commons Building and across from the Commons Desk. Entrances and exits in and around the building shall not be blocked by persons soliciting or selling.

3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., seven days a week.

4. Not more than two individuals will be allowed to distribute or sell political or religious literature at any one time.

5. The sale or distribution of political or religious material by off-campus individuals or groups will be limited to once a month on behalf of any individual or group, but upon petition to the Dean of Students this restriction may be waived at the sole discretion of such Dean.

6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph B(2) over off-campus individuals or groups wishing to distribute or sell political or religious literature.

7. Harassment of members of the College community by those selling or distributing political or religious literature, or sale or distribution outside of the house or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.

8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby, or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College's security forces and administrative staffs.

SPEAKER POLICY

The following is excerpted from the resolution adopted by the Board of Trustees on December 2, 1963:

> ...Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it....in its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed.

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Students.
3. If the Dean of Students objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented its resolution as follows:

> The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows.

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in sympathy.

STUDENT VEHICLE REGULATIONS

1. **Vehicle Registration**

   Fees - $30 for Resident Parking and Registration
   $20 for Commuter Parking and Registration
   $10 for Motorcycles, Motor Scooters and/or Motor Bikes

   All vehicles on this campus must be registered with the Department of Security of Lake Forest College. Illinois State law now requires that the driver of a car be able to show proof of liability insurance. Therefore, any student attempting to register a vehicle will be required to show proof of this insurance before a registration permit sticker will be issued. Freshmen are not permitted to register a vehicle on campus. Exceptions must be approved by the Dean of Students Office prior to bringing a vehicle on campus.

2. **Display of Parking Permit:** Must be displayed on the driver's side rear window only.
3. **Additional Permits:** Commuting students who are already permit holders, who find it necessary to use different vehicles, may present state license plate registration and insurance papers for each additional car

and secure permits for the fee of $2.00. A regular permit holder who drives (for emergency reasons only) a vehicle on campus other than the one registered, for one (1) day or longer, must obtain a temporary permit.

4. **Temporary Permits for Students Not Entitled to Regular Permits:** Temporary permits for a period not exceeding two weeks (one per term maximum) may be applied for a fee of $6.00. State license plate registration and driver's license must be shown.

5. **Driving Restrictions:** Students eligible to register autos cannot register a motor vehicle belonging to a friend, relative, etc. of another currently enrolled student. Students not entitled to vehicle registration may not drive registered cars of others on this campus. Students must recognize the authority of Campus Security Officers. Any violation of this nature will result in immediate revocation of the campus permit.

6. **Penalties**

(a) Registered Vehicles (including motorcycles) $10.00 per ticket. Parking privileges will be revoked if a student accumulates three unpaid tickets or if any vehicle accumulates six (6) or more violations per year. (Registered vehicle owners are responsible for all citations received on their cars.) When privileges are revoked, the permit must be scraped from the vehicle, the remains surrendered, and the vehicle removed from the campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus any time after receiving written notice to remove from campus.

(b) Unregistered Vehicles - Same as above, except that if three tickets have been received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from the campus for the remainder of the year. Accumulated tickets are not cancelled because vehicle is registered after receiving citations.

(c) Special Notes

(1) Driving or parking on the grass or sidewalks will result in a $25.00 fine and violators will be held responsible for any damages caused.

(2) False registration will lead to loss of permit and fees paid.

(3) Negligent or reckless driving will lead to loss of permit and fees paid.

(4) Parking in Handicap parking spaces will result in a $25.00 fine.

(5) In addition to the stated penalties the College may impose other such disciplinary action as it deems necessary.

7. **Appeals of Traffic Citations:** Tickets may be appealed to the Office of the Director of Security within 7 days of the date of issuance. After 7 days fines will double and be added to the student's account.

Tickets added to the student's account will have to be paid at the Business Office. Any other ticket may be paid at the Security Office.

The following violations are not subject to appeal:

(a) parking too close to a fire hydrant (15 foot distance);

(b) blocking any fire lane;

(c) parking so as to block the entrance to a building delivery area, service area for linen, garbage, and other truck or loading zones;

(d) parking so as to block a roadway;

(e) citations issued after revocation of permit;

(f) citations received for parking on wrong campus; and

(g) citations received for parking in Handicap zones.

8. **Miscellaneous:** Unlicensed vehicles, improperly licensed vehicles, and vehicles that are inoperable must be removed from the campus. Those, as well as improperly parked, and unregistered vehicles, must be towed and stored at owner's risk and expense.

9. **Parking:** Student parking is limited to the area so designated by the letter preceding the number of the sticker. No exceptions or excuses will be accepted as an appeal for parking in any area except the one assigned.

10. **Vehicle Immobilization** equipment may be used on any vehicle found in violation of campus traffic rules and regulations or the Illinois State Vehicle Code.

CAMPUS SPEED LIMIT - 15 MPH

SECTION VI

ACADEMIC RIGHTS AND REGULATIONS

ACADEMIC ADVISING

Each new student is assigned a faculty advisor to assist with program planning, course selection, career choices, academic difficulties and personal problems. The freshman's advisor is also his or her teacher in a Freshman Studies course in the fall semester. Freshmen keep their advisors at least for the duration of the freshman year, usually for the first two years. When the student decides on a major field of study, the advisor should be someone in that field or discipline, except that a prospective business major may not select an advisor in that department until he or she has second semester sophomore standing. A transfer student will usually be assigned a faculty advisor from the discipline in which the student has expressed an interest. If a student plans to major in two fields, two advisors will be assigned to that student.

During course registration, each student is required to meet with the faculty advisor. At the time of pre-registration, a detailed schedule of classes for the coming year is to be completed in consultation with the advisor. All registration forms must be validated with the advisor's signature.

ACADEMIC PROBATION AND DISMISSAL

The academic progress of every student is reviewed by the faculty and/or by the Dean of Faculty at the end of each term.

A student is placed on academic probation whenever his or her cumulative grade point average falls below that required for a student of his or her standing as follows: Fewer than 12 credits earned, 1.5; 12 to 19 credits earned, 1.8; 20 or more credits, 2.0. No student on academic probation may be less than a full-time student without special permission from the Dean of Faculty.

A student is subject to dismissal if his or her GPA in any term is less than 1.0. A student on academic probation is subject to dismissal if his or her GPA is less than 2.0 for the probationary term(s). Further, no student may be on academic probation for more than two consecutive semesters without being subject to academic dismissal. A student who is dismissed for academic reasons is not eligible to apply for readmission for at least six months. A second academic dismissal makes a student ineligible for readmission.

Probationary status and academic dismissal are noted on the student's transcript, and parents of dependent students are notified of such actions. Any exceptions to the above rules, because of unusual circumstances, must be approved by the Academic Appeals Board.

Dismissal or suspension from the College may also be mandated under conditions set forth under the judicial process.

ACADEMIC HONESTY RULES AND PROCEDURES

Lake Forest College is committed to high standards of academic honesty. Such standards are central to the process of intellectual inquiry, the development of individual character, and the maintenance of a civilized community. The integrity of academic life depends upon cooperation among students, faculty, and administrators.

Responsibilities of Students

1. No student shall engage in plagiarism by copying, closely paraphrasing, or in any way using someone else's work without explicit acknowledgement of author and source. Students are responsible for knowing what constitutes plagiarism. A handout explaining plagiarism is available at the reference desk of Donnelley Library.
2. Students are not permitted to submit the same paper for credit in more than one course, unless all instructors involved grant their prior consent in writing.
3. No student shall procure in an unauthorized manner the questions or answers of any examination to be given at a subsequent time, or employ unauthorized aids while taking an examination.
4. No student shall aid another in violating the policy of academic honesty.
5. Students should cooperate with all members of the community in maintaining high standards of academic integrity.

Responsibility of Faculty and Staff

1. Faculty and staff shall exercise caution in the preparation, duplication, and security of examinations.
2. No test may be given prior to its originally designated time. The Dean of Faculty may grant exception to this rule at the request of the faculty member.
3. Faculty shall take reasonable steps consistent with the physical conditions of the classroom to reduce the possibility of cheating on examinations.
4. Classroom tests must be proctored with diligence.
5. An instructor who returns a final examination to students must send a copy of the examination to the library, which must retain it for three years and make it accessible to students.

The Academic Honesty Judicial Board

1. Composition:

   a. Three faculty members, one from each division, appointed by FPPC, and an alternate chosen from any division, for staggered two-year terms.
   b. Three student members and an alternate appointed by the Student Government's Executive Committee, subject to approval by the Dean of Faculty, for terms of one academic year beginning with the fall term. These students must never have been found in violation of College rules by either the Conduct Board or the Academic Honesty Judicial Board.
   c. A Chairperson appointed by the Dean of Faculty. All but the Chairperson canvote.

2. Procedure:

When a student admits violating the policy of academic honesty:

   a. The faculty member shall secure a written statement from the student acknowledging the violation.
   b. The faculty members shall submit this statement to the Board along with a recommendation for a penalty.
   c. The Board shall determine the nature of the violation and impose a penalty. If the Board does not accept the penalty recommended by the faculty member, it must permit the faculty member to be heard in support of his or her recommendation.

When a student denies violating the policy of academic honesty:

   a. The faculty member shall submit to the Chairperson of the Board the student's name together with a written description of the alleged violation. A copy of the description must be sent to the student by the Chairperson.
   b. The board shall hold a hearing, to which the Chairperson, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses.
   c. The student shall have the right to be assisted at the hearing by a counselor drawn from the College community.
   d. If the Board finds that the student violated the policy of academic honesty, it shall impose the appropriate penalty. Such a finding shall require a minimum of four votes.

When a case arises between semesters or during summer session, it ordinarily will be deferred for consideration by the board until the following semester. However, the student involved may elect to leave determination to an ad hoc board constituted by the Dean of Faculty. The Board will be drawn, insofar as is possible, from the regular Academic Honesty Judicial Board and will consist of three faculty members and three students.

In the event that the Board members agree on the finding of violation but are divided on the issue of an appropriate penalty, the presumption will be in favor of the lesser of the contemplated penalties. To achieve this result the Board will vote first on the strongest suggested penalty and if this fails to receive a minimum of four votes will then vote on a lesser suggested penalty.

3. Penalties:

First offense (for a student in a course) - failure of the examination, project, or course. The failing grade cannot be raised by additional work. For a student not in the same course, to be determined by the Board.

Second offense - suspension from the College for a period of time to be determined by the Board. The President must approve this action.

Third offense - expulsion from the College. The President must approve this action.

In exceptional cases the Board may impose a lesser penalty.

ACADEMIC EVALUATION AND APPEAL PROCEDURE

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

Students shall be informed at the beginning of the course of the evaluative criteria which are to be used for that course.

When a student feels that his/her final grade in a course has been prejudiced or capricious, and he/she has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairperson. The student must contact the chairperson within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairperson will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. Whenever possible, the committee will consist of three members of the instructor's department. When the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairperson is the instructor accused of the alleged injustice, the student may contact another senior member of the department, who will appoint a review committee.

Any student requesting a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file, for at least a term following that in which a course is offered, all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

This policy was approved by the faculty on June 3, 1977 (with editorial revisions July 18, 1977.)

ACADEMIC PROGRESS AND STANDING

Normally a student is expected to fulfill graduation requirements in four years. A student will be classified as a sophomore if he or she has completed seven courses, as a junior if he or she has completed fifteen courses, and as a senior if he or she has completed twenty-four courses.

ADVANCED PLACEMENT (See the *College Bulletin*)

ASSOCIATED COLLEGES OF THE MIDWEST (ACM) COOPERATIVE PROGRAMS AND WASHINGTON SEMESTER PROGRAM

Lake Forest College is a member of the ACM, Associated Colleges of the Midwest. Other participating colleges include: Beloit, Carleton, Coe, Colorado College, Cornell, Grinnell, Knox, Lawrence, Macalester, Monmouth, Ripon, St. Olaf, and the College of The University of Chicago. The ACM sponsors a wide variety of off-campus programs. Inquiries may be addressed to the individual program advisors who are listed in the *College Bulletin* or the Office of Off-Campus Programs. See the *College Bulletin* for details regarding application procedures and deadlines, as well as for a description of each program.

The ACM programs are:

Arts of London and Florence
Chicago Semester in the Arts
Chinese Studies
Florence
India Studies
Japan Study
Newberry Library Program in the Humanities
Oak Ridge Science Semester
Semester in the Soviet Union
Studies in Latin American Culture and Society
Tropical Field Research
Urban Education
Urban Studies
Wilderness Field Station
Yugoslavia
Zimbabwe

A semester program offered in cooperation with The American University in Washington D.C. provides an opportunity to take advantage of that city's resources.

CALENDAR

Course work at Lake Forest College is scheduled into a calendar of two 15-week semesters, running late August to late December, and mid-January into May. Students normally take four course credits a semester (the equivalent of 16 semester hours). All courses run for 15 weeks, with the exception of the courses which are associated with the Lake Forest College Program in Greece and Turkey.

A 7-week summer session, normally scheduled from mid-June to late July, offers a number of basic and special courses taught by the regular faculty of the College. Students may take a maximum of two courses.

CLASS ATTENDANCE

Because classroom activities are intended to assist students in the learning experience, it is expected that students will attend class sessions.

COMMENCEMENT

Students who complete degree requirements during the spring semester as well as those who have completed their requirements during the previous summer and fall terms are encouraged to participate in the commencement ceremony. Others will be allowed to participate only if they have obtained written approval of a proposed summer program which will make it possible for them to satisfy their degree requirements by the following September 1.

COOPERATION WITH BARAT COLLEGE

Lake Forest College joins with nearby Barat College in offering certain programs jointly, and in coordinating offerings in some academic departments. Both colleges are on the semester system, which facilitates cross-scheduling. A student at Lake Forest may, upon approval of his or her advisor, register for up to four semester hours in a given semester at Barat College, for which full Lake Forest credit will be granted if the course is completed with a grade of C or better. Students are not normally allowed to take courses at Barat which are offered at LFC. In cases where there is just reason for such consideration, the student must obtain the signature of his or her academic advisor and the Dean of Faculty before registration for such courses. Such registrations are made at the Office of the Registrar of Lake Forest at the usual time of registration. For the purposes of graduation requirements, academic probation and dismissal, Barat Courses will be counted as transfer credit. In other words, (1) Barat courses will not be counted in GPA computations, (2) Barat courses in which D grades are earned will not count as credit toward graduation requirements, and (3) a student will not be allowed to take Barat courses (for graduation credit)

once he or she has reached the maximum number of transfer credits that can count toward graduation.

Lake Forest students travel to Barat, one mile away, primarily for specialized coursework in creative arts — dance, ceramics, and photography. Barat students register at Lake Forest primarily in the sciences — biology, chemistry, physics.

Course work at Barat College for which a full-time student registers will be considered as part of the total Lake Forest College course load and will be billed in accordance with the statements under College Expenses and Special charges. (See the *College Bulletin*)

COURSE CHANGES AND COURSE WITHDRAWALS

In order to change from one course to another after registration, a student must file a Change of Registration form. If this is not done, failure in the course will be recorded.

Withdrawal from a course:

a. **Load Reduction From 4 1/2 or More to No fewer than 3 Courses.**

Since the normal course load is defined under the semester system as from 4 1/2 to 3 courses, students may, if circumstances require and the academic advisor approves of the withdrawal in writing, adjust from 4 1/2 courses (or more if the student has previously registered for an overload) to as few as 3 courses, with the following consequences:

i. Within the first two weeks of a 15-week course, the withdrawal will be regarded only as a permissible change of registration. Only the course in which the student remains registered will appear on the transcript.

ii. In a 15-week course, after the end of the second week but before the end of the eighth week, withdrawal of this type will result in a W on the transcript (unless Medical Withdrawal is authorized - see below).

iii. After the end of the eighth week of a 15-week course, withdrawal will result in either a W or WF depending on the instructor's evaluation of the student's progress. No student may withdraw from a course after the last day of classes (i.e., during the exam week).

All such withdrawals, although falling within the normal load range, will be reviewed as a matter of course by the Dean of Faculty before being processed. There are no refunds for reductions within the normal course load. Failure to withdraw officially from any course (including physical education) in which a student is officially registered will result in the recording of a failing grade in that course.

b. **Reduction of Load to Fewer than 3 Courses**
A full-time student will not normally be permitted to reduce his/her course load to fewer than 3 course credits in any one semester.

c. **Medical Withdrawal**
If a student is advised by his or her attending off-campus physician or other appropriate off-campus health care professional to withdraw from one or more courses (but not from the College) after the first two weeks of the semester, the student may apply to the Dean of Faculty for Medical Withdrawal from the relevant course(s). Applications of this type must be made in writing to the Dean of Faculty and must be accompanied by a signed statement from the attending off-campus health care professional. After application has been made, students may, at the Dean of Faculty's discretion, receive a grade of MW instead of W or WF. The student may fall behind in one course and may, therefore, have to take an overload or a summer school course in order to graduate on schedule.

d. **Medical Withdrawal from the College**
If a student is advised by his or her attending off-campus physician or other appropriate off-campus health care professional to withdraw from all classes, the student may apply to the Dean of Students for Medical Withdrawal from the College. Application for Medical Withdrawal from the College must be made as soon as is practical after the attending off-campus physician or other appropriate off-campus health care professional recommends withdrawal. Such application must include a letter from the physician or other appropriate off-campus health care professional explaining (a) the reason for the student's withdrawal and (b) specifying the date at which the student came under his or her care for that illness. Exceptions to the above may occur if a student has been brought before the Academic Honesty Judicial Board. The student may withdraw from a course in which a charge of violating the academic honesty policy has occurred. However, if the Board determines that a violation has occurred, any penalty imposed will take precedence over the withdrawal. In other words, if the Board imposes a penalty of failure in the course, the recorded grade will be F, rather than W or WF, regardless of when in the semester the withdrawal takes place.

For course changes which do not fall within the normal full-time student range of 3 - 4 1/2 course credits, please see information sheet regarding additional charges and/or refunds in the Business Office.

COURSE LOAD, CREDITS, AND FULL-TIME STATUS

A normal course load is four (4) course credits per semester, but a student may choose to take any load between three (3) and four-and-one-half (4 1/2) course credits. An overload is anything in excess of 4 1/2 credits in a given semester. With the permission of the advisor, a student may register for an overload if the total is not greater than five (5) course credits in any semester.

A student has full-time status if he or she is registered for at least a three-course load (12 semester hours) per semester. Those courses in education which are required for certification but which are not credited toward a degree, and private music lessons, instrumental ensemble, or Lake Forest Singers for credit, may be added to the normal course load. Students are to consult the Registrar for complete information regarding private music lessons, ensembles, and Lake Forest Singers for credit.

In the fall of each year, students register for a full course load for the entire year, unless they are seniors needing less than a full course load for graduation.

CREDIT BY EXAMINATION (See the *College Bulletin*)

CREDIT FOR SUMMER WORK ELSEWHERE

A student who plans to attend a summer session at a college other than Lake Forest must obtain prior approval for the program of study. Transfer credits may not be accepted for a student who fails to obtain approval. The student should report to the Registrar to obtain the necessary form. No more than sixteen transfer credits can be counted toward Lake Forest College degree requirements. Lake Forest College does not grant transfer credit from community colleges to LFC students in their junior and senior years. No courses with D grades may be transferred to Lake Forest College.

DEAN'S LIST

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, a student must have received during the year at least six graded course credits, the student must have received no more than two credits on the Credit-D-Fail option, and the student must have attained a grade point average during the year of at least 3.60.

In order to reward outstanding academic performance and to provide adequate challenge to the brightest of our students, those who gain Dean's List distinction are permitted to take a fifth course without additional charge during one semester of the year following that distinction. Only applied music courses and courses offered through ACM and non-LFC off-campus programs are excluded from this policy.

DOUBLE MAJOR

Students declaring a double major must complete course requirements in both major fields. Courses which may be counted for one major or another, such as Politics 345 or International Relations 345, may be counted for both majors in a double major upon petition and approval of the department heads of each field.

EXAMINATIONS

No test may be given prior to its originally designated time. The Dean of Faculty may grant exception to this rule at the request of the faculty member.

In lieu of a final examination in a course, term papers may be assigned, but in such cases the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed so as to be available for examination by students. Papers from the spring term will be kept through the fall term.

FOREIGN LANGUAGE PLACEMENT

Students interested in continuing a language started in secondary school will be placed in the appropriate level courses on the basis of placement tests given by the Foreign Language Department faculty. As a guide, students generally may assume that each year of secondary school study of a language should qualify them to bypass one term of the study of that language. If the appropriate level course is not available during the fall term, it will be offered during the spring term.

FREEDOM OF EXPRESSION

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

GRADES

The College employs an A, B, C, D, F grading system. Faculty may, if if they so choose, append a plus or minus to all grades A through D with the exception that there will be no grade of A+. The A grade is awarded for work of clearly outstanding quality. The B indicates "good," C "satisfactory," D "marginal." The departments may require a grade of C or better in courses prerequisite to more advanced work. A course for which the D grade is received may be repeated for the purpose of improving the grade, but not for additional credit. F indicates failure. Repetition of a course will not remove the original grade, but both grades will be recorded.

With the approval of their advisor, students may choose for each course the option of receiving a notation on the transcript of "credit" to indicate a grade of C- or better. With this option, grades of D(no + or -), F, W, and WF would be recorded on the transcript as usual. Application for this option and for changing back to letter grades must be made before the end of the first two weeks of the semester.

The grade point average for the current term and the cumulative grade point average computed as follows will be recorded on the transcript at the end of each semester: A, 4; A-, 3.67; B+, 3.33; B, 3; B-, 2.67; C+, 2.33; C, 2.0; C-, 1.67; D+, 1.33; D, 1.0; D-, .67; F, 0; weighted according to course credit.

Grade reports for failing, barely passing, or incomplete work are issued to all freshmen and a copy is sent to their parents or legal guardians at midterm. Final grade reports are sent to students at the close of each term.

Incompletes: A student who is prevented by illness from completing the requirements of a course may, on the initiative of the instructor, receive a grade of I (incomplete). The student must complete the appropriate assignments and deliver them to the instructor no later than the end of the first week of classes of the spring semester, if the I was received at the end of the fall semester, and no later than one calendar week after the close of the spring semester final exams, if the I was received in the spring semester. Instructors are required to turn in the revised grade to the Registrar within three (3) days after the grace period. Extensions of the deadlines require the special permission of the Dean of Faculty. If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I.

X Grades are awarded at the initiative of the instructor, when a student who has been doing passing work or better in a course unexpectedly fails in a final assignment. The student has the same amount of time to redo the assignment, or its equivalent, as for an Incomplete, but the revised grade cannot be higher than a D+.

Y Warning Grades are given at the midterm when a freshman student is barely passing a course.

A grade of *"Progress"* is used at the end of the first term of a two-term senior thesis or other independent study project when the student is progressing satisfactorily but will not complete the project until the end of the next term, at which time a final grade for both courses will be entered. Satisfactory progress implies at a minimum a C- grade for the work thus far completed. Accordingly, should a student receive a final grade of D or F in the thesis or other project, the revised "Progress" grade cannot be lower than a C-.

GRADUATION WITH HONORS

Graduation with Honors at Lake Forest College may be achieved in two categories, the grade point average (GPA) and/or the student's major field.

General Honors

The category for general honors at graduation will consist of *summa cum laude* for GPA's from 3.9 to 4.0, *magna cum laude* for GPA's from 3.7 up to 3.9, and *cum laude* for GPA's from 3.4 up to 3.7. To achieve honors in a given category a student must have a transcript which satisfies ALL of the following conditions:

(1) at least 14 Lake Forest College courses taken with the full range of letter grades (A,B,C,D,F, but not CR);

(2) a Lake Forest College GPA equal to or exceeding the minimum designated above for the given category;

(3) a total GPA (LFC and transfer courses taken together) which also equals or exceeds the above minimum for the given category.

For the purpose of calculating GPA's, the following guidelines will be used.

(1) ACM Program credit, Washington Semester Program credit, and credit earned under a consortium agreement, will count as LFC course credit. Barat course credit will be counted as transfer credit.

(2) GPA's will not be rounded off (for instance, a 3.898 GPA will not be in the *summa cum laude* category). The calculation of GPA's for graduation with honors will include plus and minus grades. Transfer grades from colleges with different grading systems will be dealt with on a case-by-case basis by the Dean of Faculty in consultation with the Registrar. Difficult cases will be brought to the Academic Policies Committee.

(3) Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in computing total GPA's. The transfer GPA will be combined with the LFC GPA as a weighted average.

Honors in the Major

The category for specific honors at graduation in the student's major department or interdisciplinary major is based on two criteria: (1) a demonstration of the student's mastery of the subject material, and (2) a demonstration of the student's ability to do creative work in an area.
These two criteria are met as follows:

(1) A student must have a 3.5 grade point average (GPA) or above in all courses in the major taken at Lake Forest College. This is based on a 4.0 GPA or straight A's; a minimum of six courses must have been taken at Lake Forest College. (The grade point average is to be computed at the end of the term preceding graduation.)

or

A student can choose to take the senior major examination (written or oral); however, a student must have a 3.0 GPA in the department to take such an exam. The examination will be evaluated by the department.

(2) A student must be evaluated as having an outstanding senior thesis. In exceptional circumstances (when a senior thesis seems inappropriate), a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be a substitute for the senior thesis. The request for such substitution must be initiated by the project director and requires the unanimous approval of the members of the

department(s) involved. This work must be evaluated as excellent by a committee which is defined similarly to the senior thesis committee.

INDEPENDENT SCHOLAR PROGRAM

General Description

The Independent Scholar Program (IS), established as "The College Scholar Program" in 1970, offers students the opportunity to play a major role in determining the nature and goals of their college education.

The program is open to students who have completed half the credits needed for graduation. Admission into the program is based on evidence that student applicants are capable of superior academic achievement, self-directed study, and completion of their formal study plan.

Students may formulate their study plan so as to incorporate one or more of the official majors at the College, or they may devise their own major. In either case, the benefit of the program to students is to provide them with greater range for independent study and self-determination in their college program.

While student innovation, flexibility, and independence are encouraged, the work of students in the program is measured against high standards and monitored by individual Independent Scholar advisors and by the Independent Scholar committee. Graduation as an Independent Scholar requires completing a substantial and meritorious senior thesis or equivalent creative project in the senior year and passing an oral or written senior examination on the student's area of concentration.

Details follow concerning administration of the program, admission procedures, enactment of the study plan, withdrawal from the program, and the junior and senior evaluations.

Administration

1. Responsibility for overseeing the program as a whole rests with the Independent Scholar Committee, consisting of the Dean of Faculty and three faculty members, one from each division, appointed by the President.

2. Particular duties of the Independent Scholar Committee include promulgating information about the program, admitting students, removing students, approving changes in study plans of the Independent Scholars, and carrying out other tasks mentioned in the following sections.

3. Much of the responsibility for overseeing the work of individual Independent Scholars rests with the Independent Scholar Study advisors who have agreed to work with them. Particular duties of the advisors include the following:

a. help the prospective Independent Scholar devise a study plan;

b. serve as liaison between the student, faculty members in the major department or area of concentration, other instructors, and the IS Committee;

c. schedule regular study plan review conferences with the student and report to the IS Committee concerning any student who does not seem to be performing well;

d. submit a brief report to the IS Committee at the end of the student's junior year, including an assessment of student performance and a recommendation concerning continuance in the program;

e. assist the student in defining the senior project and securing appropriate faculty guidance;

f. work with other appropriate faculty on the content and design of the senior examination, select an examination committee, and supervise the examination; and

g. submit a final report to the IS committee at the end of the student's senior year, including an evaluation of the senior thesis or creative project, an assessment of how well the student performed in the program and the degree to which the student profited from participation in the program, and an evaluation of the senior examination signed by the examining committee.

Admission Procedures

1. Admission into the Independent Scholar Program is based on a study plan, an evaluation by the student's prospective IS advisor of the academic merits of the plan and the probability of its completion, a letter of recommendation from one other faculty member of the student's choice with whom he/she has studied, and any other supporting materials the student or committee wishes to include. A clearly superior academic record, as indicated by the student's grades and letters of recommendation, is required for entrance into the program.

2. The study plan is prepared after consultation with the faculty member who agrees to be the student's IS advisor. The plan is a crucial sample of performance for purposes of judging admission into the program. It should include the following items.

   a. Name of special field, topic or theme of interest. This may or may not correspond to existing majors.

   b. Description of intellectual goals and methods for achieving those goals, including how the Independent Scholar Program can facilitate that achievement.

   c. Specific study schedule for the first year and a tentative one for completion of the program thereafter. The study schedule should

indicate relevant courses, independent studies, internships, etc. The schedule should reflect both an integrated study program within the field of interest and, together with previous course work, the breadth that marks a liberal education.

d. Proposal for the method of evaluation of work done in the study schedule and credit value of courses and projects.

The next section suggests some of the options and requirements that the student and advisor might consider in formulating the study plan.

Enactment of the Study Plan

1. Independent Scholars are expected to confer regularly with their advisors. The advisor must approve the study schedule and any changes made in it. Major changes must be approved by the IS Committee.

2. Components of the study schedule might include any combination of existing courses, modification of existing courses, and independent studies and internships, without the normal restrictions. For modification of existing courses, the Independent Scholar must secure the approval of the instructor.

   For independent studies and internships, the credit value, duration, and method of evaluation will be negotiated by the Independent Scholar, the IS advisor, and faculty members under whose direct guidance the IS intends to work. Credit value other than what is normal must be approved by the IS Committee. Whatever the composition of the study schedule, the Independent Scholar must complete the College-wide requirement of 32 course credits for graduation.

3. After securing the consent of the IS advisor, the supervisor, and the Dean of Faculty on the Independent Study form, the Independent Scholar may register for an independent study project simply by entering the appropriate information on the class registration form. Upon termination of the project, the IS will submit to the supervisor(s) a completed form designated "Report on Independent Study Project." A copy of the statement should be forwarded to the IS advisor.

4. Except for regular courses, instructors will be requested to submit to the IS advisor at the end of the semester a written evaluation of the Independent Scholar's performance.

5. An Independent Scholar may enroll in academic programs at other institutions as part of an official "Program Leave"; however, College policy regarding the maximum number of credits which may be accrued in this manner still applies.

6. Each Independent Scholar is required to carry out a senior project in the form of scholarly research or creative expression. This will take the form

of a senior thesis or an equivalent creative project and will be evaluated in accordance with current policy. The senior thesis or creative project should represent competent scholarship or creative activity on the part of the student.

Withdrawal

Students may withdraw voluntarily from the program at any time. Students whom the IS Committee judges to fall short of the anticipated level of performance may be asked or required to withdraw at the end of a semester and resume a conventional program of study. In any case of withdrawal the IS Committee will request instructors to assign a letter grade for all work which has not thus been formally evaluated. Students who have left the program can be reinstated by the IS Committee only after a formal request has been endorsed by the IS advisor.

Junior Evaluation

At the end of the junior year each student will meet with the IS Committee to discuss the student's progress in the program originally outlined by the student and accepted by the IS Committee. If it is the judgement of the Committee that the student has not fulfilled the obligations and shows little promise of doing so, it may decide to drop the student from the program.

Senior Evaluation

1. At the end of the senior year an examination will provide Independent Scholars with an opportunity for articulating and synthesizing the work done under their study plan.

2. The content and design of the examination will be determined by the IS advisor working with faculty from the appropriate department or field of expertise. The examination may be written or oral.

3. The IS advisor will appoint a minimum of two members of the faculty to evaluate the examination. In the case of an oral examination or in cases where there is balanced disagreement over the evaluation of a written examination, the chairperson of the IS committee will appoint an additional examiner.

4. Examiners sign an evaluative statement which the IS advisor forwards to the IS Committee, along with the advisor's evaluation of the senior thesis or creative project and the student's performance in and benefit from the program.

5. Independent Scholars who fulfill their study plan and pass the senior examination will be graduated as "Independent Scholars," with this fact recorded on their academic records. Independent Scholars who do not complete the senior thesis or who fail the senior examination will not be so designated, but they will not thereby be prevented from graduating. (The

title of the major in these cases will be determined by the Dean of Faculty, the IS Committee, and the IS advisor.) Independent Scholars may graduate with honors when they meet the College-wide requirements.

INDEPENDENT STUDY

Independent study and research under the guidance and supervision of members of the faculty is sought by students as an avenue of investigating areas beyond the limits of the formalized course.

Qualified students may engage in independent study with the appropriate approval of the faculty. A student may take no more than a total of seven independent courses, tutorials, research projects, senior theses, creative projects, or off-campus activities such as internships.

In addition to registration with the Registrar, approved plans must be submitted to the Office of the Dean of Faculty before the beginning of the term in which the study is to take place.

A student may undertake a research project, under the supervision of a faculty member, during the junior and senior years. The maximum number of course credits allowed toward graduation is four: two per semester, but no more than three per year.

A Senior Thesis is original, scholarly research undertaken in the student's senior year, usually over more than one term. The research culminates in the presentation of a formal written dissertation, which is evaluated by a committee of faculty who also examine the student in person. Outstanding theses are awarded Thesis Honors at graduation. A senior thesis may be undertaken for up to three course credits, no more than two of which may be taken in the same semester. The category of research will include Senior Thesis programs.

A creative project is an independent course of work, under faculty supervision, in a creative medium such as painting, fiction, sculpture, poetry, photography, or music. No more than four such projects are allowed toward the degree and no more than one may be undertaken in a given academic year. Creative projects may not be undertaken in the first term of the freshman year. Senior projects in Studio Art may be approved for a maximum of two course credits.

A student may take a tutorial (a directed reading project) under the supervision of a faculty member during any term after the first term of the freshman year, but no student may take more than four tutorials while at Lake Forest College, and no more than one per year.

An internship is an independent study which is pursued off campus in an established organization under the immediate supervision and partial evaluation of someone outside the faculty. A student may earn a maximum of four course credits in internships, but no internship can be for more than two course credits. Internships and practicums are graded only on a Credit/D/Fail basis. Internships will be open to juniors and seniors; sophomores may be admitted

to an internship only under special circumstances. (Guidelines are available in the Registrar's Office.)

INTERNATIONAL BACCALAUREATE PROGRAM (See the *College Bulletin*)

OFF-CAMPUS PROGRAM APPLICATION PROCEDURES

Especially during the junior year, students may live and study elsewhere through one of the College's off-campus programs. These programs are limited to one academic term and are planned and directed by members of the Lake Forest college faculty. Since the classes are a regular part of the academic schedule of the college, credit is given by Lake Forest. The College will offer four off-campus programs in 1990-91, provided that they have the requisite number of qualified students enrolled:

International Internship/Study Abroad Program in Madrid
International Internship/Study Abroad Program in Paris
Program in Greece and Turkey
Marine Biology

(See the College *Bulletin* for a description of each program.)

In addition, off-campus study is possible through the various ACM programs and the Washington Semester Program for which credit is given by Lake Forest College.

A student becomes a participant in one of the off-campus programs of Lake Forest College upon acceptance by the department or the supervisory committee appropriate to the particular program, with the concurrence of the Associate Dean of Faculty. Major considerations in determining admissibility to a program are: evidence of academic motivation and promise of adequate academic work; usually an average of B- or better; reason to believe that the student will benefit from the particular program; the applicant's major interest and the reasons given for wanting to join the program.

If the group of applicants is larger than the number who can be admitted, preference will be given to majors and to upperclassmen. Freshmen and last-term seniors are ineligible. (Exceptions must be approved by the Academic Appeals Board.)

Each applicant must present the following:

a. a completed application form, including parental signature*, and waiver*
b. a medical report*
c. letters of recommendation from members of the teaching faculty who are familiar with the academic work of the applicant; and
d. a letter of reference from the Dean, Associate Dean, or Assistant Dean of Students.

All parts of the application listed above are due by the deadline. The forms marked with an asterisk (*) above may be obtained from the Office of the Registrar or the Associate Dean of Faculty. No applicant will be accepted into the program until all the conditions are met.

The deadline for the Program in Greece and Turkey (Spring 1991) is October 31, but application before May 1 is recommended. For information regarding the Fall 1991 International Internship/Study Abroad Program in Paris, see Mr. Smith or Mr. Garneau. For information regarding the Fall 1990 International Internship/Study abroad program in Madrid see Ms. Barbosa-Torralbo. Applications should be submitted in full before the due date. Completed applications will be evaluated as they come in; decisions on late applications will thus be the last to be made. No additional applications will be considered after the deadline.

Students accepted into a Lake Forest College off-campus program may be required to confirm their acceptance by making a non-refundable deposit.

Cost of participating in a program includes:

a. tuition at the regular Lake Forest College rate;
b. travel to and from the location of the program;
c. in some cases, an excursion fee for field trips;
d. lodging and meals; and
e. books and incidentals, including individual travel.

There are many overseas programs to which students may apply individually. Students interested in study abroad should consult the Associate Dean of Faculty. Upon committee approval, Lake Forest College enters into consortium agreements with select institutions in order to make it possible for LFC students on aid to retain their aid while studying off-campus. See the Lake Forest *College Bulletin*.

Students planning to study abroad in programs other than those offered by Lake Forest College, the Washington Semester Program, or those ACM programs listed in the *College Bulletin* must submit a petition to the Academic Appeals Board to transfer academic credit to Lake Forest College and must complete an Approved Program Withdrawal form in the Dean of Students Office. No more than 16 transfer credits can be counted toward Lake Forest College degree requirements.

Although it is required that 12 of the last 16 credits be Lake Forest College credits, a student may petition the Academic Appeals Board (AAB) for permission to spend an entire junior year elsewhere. The AAB may grant such an appeal without treating it as an exception to faculty policy when the proposed program provides significant enhancement of the student's academic program and meets each of the following conditions:

(1) It must be consistent with a liberal arts education.

(2) It must provide academic opportunities clearly unavailable at Lake Forest College.

(3) There must be good reason for thinking that the educational benefits will be significantly enhanced in two semesters.

A majority vote of AAB is necessary for granting the request.

A student who wishes to spend a junior year elsewhere will write a petition indicating how the academic program proposed fits the above criteria. Faculty advisor(s) and chairperson(s) of the student's major department(s) will submit comments concerning the value and appropriateness of the proposed plan as well as an assessment of the effect of the plan on the student's major program at LFC.

PRE-REGISTRATION AND ROOM DRAW CREDIT REQUIREMENT

Each spring returning students enrolled in the College who have established the appropriate credit balance with the Business Office are eligible to pre-register for the next academic year. Pre-registration should be completed before the end of the spring term. Students who have pre-registered by this date will be given first priority in classes for the coming year. Thereafter, students must register in the fall after all new students have registered.

The credit balance is also required for students who wish to participate in spring room draw.

The credit balance is not refundable if the student participates in pre-registration or room draw.

Deferment voucher

A deferment voucher for $100 may be used toward establishing the pre-registration and room draw credit requirement (but not to establish eligibility for transcript service) by students whose parental contribution is $1000 or less as certified by the Director of Financial Aid. Deferment vouchers are available at the Financial Aid Office.

A deferment voucher which is not repaid by July 15 will result in the cancellation of the student's housing and pre-registration.

Penalties

NSF checks, stop-payment checks, or other means of payment used to establish the account credit which turn out to be faulty will result in cancellation of the student's housing and pre-registration.

Any pre-registration that is canceled will result in a $25 reinstatement fee being charged. It should be noted that this fee does not entitle the affected student to enroll in the courses previously scheduled, but rather to register for those courses available.

READMISSION

Students applying for readmission need to reapply formally through the Admissions Office, describing their activities while away from campus and the date that they hope to return. In the event of dismissal for academic reasons, students are not eligible for readmission for at least six calendar months. In cases of dismissal for disciplinary reasons, eligibility for readmission is stated at the time of dismissal. No readmission is given to persons dismissed twice for academic reasons.

RECORDS OF ACADEMIC WORK

The Registrar's Office maintains a permanent transcript for each student on which are recorded the courses in which the student has been registered, including grades, credits, etc.

REQUIREMENTS FOR GRADUATION

A total of thirty-two course credits is required for graduation. Of these at least eight, but not more than fifteen, must be taken in the student's major field. If a student chooses an interdisciplinary major in place of a departmental major, more than the minimum of eight may be required. No student may take more than fifteen credits in any discipline. It is required that twelve of the last sixteen credits be Lake Forest College credits. (A student may petition to spend an entire junior year elsewhere. See **OFF-CAMPUS PROGRAM APPLICATION PROCEDURES** for details.) It is required also that the last four credits, with the exception of credits earned during LFC supervised internships, be earned on campus. No more than sixteen transfer credits can be counted toward Lake Forest College degree requirements. A student must accumulate a 2.00 GPA (without rounding up) in courses taken at LFC. This is applicable either to those courses taken after the 1988 Summer Term or to all courses taken at Lake Forest College. A student enrolled before the fall of 1990 will be graduated if the GPA computed either using plus and minus designations or without considering them is at least 2.0.

The grade point average for the current term and the cumulative grade point average computed as follows will be recorded on the transcript at the end of each semester: A, 4; A-, 3.67; B+, 3.33; B, 3; B-, 2.67; C+, 2.33; C, 2.0; C-, 1.67; D+, 1.33; D, 1.0; D-, .67; F, 0; weighted according to course credit.

Grades of CR, I, X, MW, and W will not be included. A grade of WF is included as a failing grade.

The GPA includes all on-campus and LFC-sponsored programs (e.g. foreign, and ACM programs). Courses completed at other colleges and universities will not count in the calculation of the GPA.

For students graduating in 1991 and thereafter the limitation on the number of D's usable toward graduation has been abolished.

No courses with D grades may be transferred to Lake Forest College.

Exceptions to these rules can be granted only by the Academic Appeals Board.

While no specific distribution of courses is required within the electives outside the major, students are urged to choose their courses carefully, keeping in mind that breadth of background, as well as concentration in one field of interest, is an essential ingredient of a liberal arts education. Certain courses require proficiency in mathematics and/or foreign languages. All students are expected to have competence in the use of the English language and to exhibit it in all their oral and written work.

RETAKING COURSES

Repetition of a course will not remove the original grade, but rather both grades will be recorded. A course in which a passing grade was received may not be repeated for additional credit. However, students do earn academic credit when the first grade was failing and the second grade is passing. Permission to retake a course must be approved by the student's advisor.

The College does not attempt to evaluate coursework retaken elsewhere. The evaluation is left to other institutions which the student may attend.

SENIOR THESIS AND SENIOR THESIS HONORS

With the approval of a thesis advisor, the student's faculty advisor, the chairperson of the department or interdisciplinary program in which the student is receiving credit for the thesis, and the Dean of Faculty, students in their senior year may write a thesis for up to three course credits, no more than two of which may be taken in the same semester.

As soon as the Dean of Faculty approves a thesis proposal, he/she appoints a three-member thesis committee, at least one of whom must be extra-departmental.

Senior theses are to be submitted to the thesis advisor on Monday morning of the next-to-last week of classes in the term. A copy of the thesis must also be presented to the Dean of Faculty who must approve its format. (For details on the proper format, see the information sheet distributed in the office of the Dean of Faculty.)

The thesis committee, of which the thesis advisor serves as chairperson, determines, after reading the thesis and examining its author in person, whether or not it is acceptable as a senior thesis. If it is not acceptable, or if it falls short of the standards expected of advanced undergraduate written research in content or form, the chairperson will grade the student's work as a "Research Project." If the committee finds the thesis acceptable but not outstanding, the chairperson will grade the student's work as a "Senior Thesis." If the thesis is found to be an outstanding and original piece of research, the committee will award the student Senior Thesis Honors, a distinction that will be recognized

in the Commencement Program as well as on the student's transcript. This award of Senior Thesis Honors is to be made regardless of whether the student is to graduate with an Honors degree in a program.

SUMMER SESSION

Schedules and registration forms for the LFC summer term may be obtained in the Registrar's Office. Independent study during the summer is restricted to internships. Other independent studies will be approved only in very exceptional cases, and only if it can be demonstrated that a student's academic program makes that work a necessity. Such requests are to be submitted to the Dean of Faculty before the end of the spring semester.

TRANSCRIPTS

Every student is entitled, without charge, to one certified copy of his/her college record. The charge for additional transcripts is as follows: $1.00 for each single request; $.50 for each additional copy if more than one copy is requested at a time. Students must clear financial obligations with the Business Office before transcripts will be released. Forms for transcript requests are available at the Registrar's Office. A period of a week should be allowed for filling the request. Official transcripts are released only upon written authorization of individual students or alumni. Students who use a deferment voucher to establish the pre-registration and room draw credit requirement are ineligible for transcript services until the deferment voucher has been paid.

TRANSFER OF CREDITS

An official transcript from the issuing institution must be made available to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit.

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Also, courses at other accredited institutions which are in the liberal arts tradition, but do not have comparable counterparts at Lake Forest, may be granted credit. LFC students are required to receive prior approval from the College before taking coursework at other colleges. No more than sixteen transfer credits can be counted toward Lake Forest college degree requirements. Lake Forest college does not grant credit in transfer from community or two-year colleges to LFC students in their junior and/or senior years. No courses with D grades may be transferred to Lake Forest College. The Registrar evaluates transcripts for LFC course credit. However, students may appeal decisions to the Academic Appeals Board.

TUITION CHARGES (See *College Bulletin*)

WITHDRAWAL, APPROVED PROGRAM WITHDRAWAL, AND TRANSFER

For WITHDRAWAL (including Medical Withdrawal), APPROVED PROGRAM WITHDRAWAL, AND TRANSFER applications, the following steps should be followed:

1. Complete the proper application form at the Dean of Students Office and schedule an interview with one of the deans.
2. Check with the Financial Aid Office and terminate any scholarships or other awards in order to protect your future eligibility.
3. Clear your account with the Business Office.
4. Return any College keys to your Head Resident and/or the Facilities Management Department.
5. Remove any personal belongings from campus within 24 hours after the effective date of Withdrawal or Approved Program Withdrawal unless permission to store belongings has been granted by the Dean of Students Office.

Students whose Withdrawal or Approved Program Withdrawal is effective prior to the end of any semester for which a validation sticker has been affixed to the I.D. card are required to submit their I.D. card to the Cashier at the Business Office for removal of the validation sticker. Withdrawal or Approved Program Withdrawal applications, as well as refunds, will not be processed until the date the validation sticker is removed.

Academic or disciplinary dismissal takes precedence over Withdrawal or Approved Program Withdrawal.

Approved Program Withdrawal

Approved Program Withdrawal is only available to students who have received approval from the Academic Appeals Board for a specific program to be completed at another institution or an approved 3-2 program. The length of such a "program withdrawal" is to be the same as the length of the approved program.

Such individuals would be assured re-admission to the College. However, the individual receiving such a withdrawal must understand that he or she is responsible for initiating the return process with the Admissions Office in a timely fashion. (Normally 6 weeks prior to the intended return date.)

If an above-mentioned individual wants to be eligible for pre-registration and room draw privileges under the same conditions as currently enrolled students he or she must make the appropriate deposit in the Business Office by the required date.

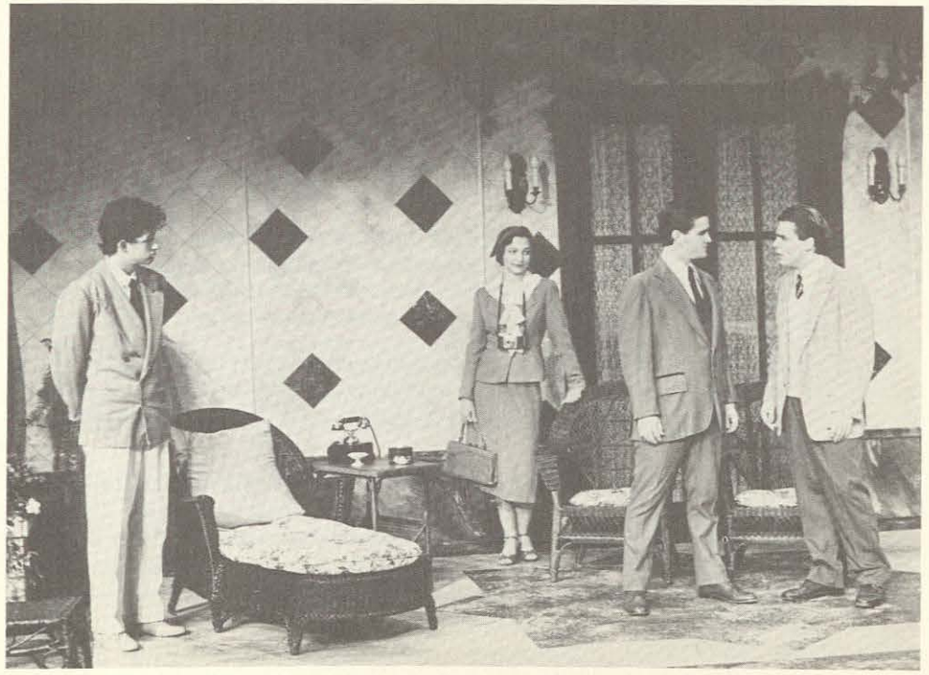
Lake Forest College, ACM, or Washington Semester off-campus program participants are students enrolled in courses for which Lake Forest College credit is given (as long as the work is successfully completed) and hence are not on an Approved Program Withdrawal. Student applicants for programs in which transfer credit is anticipated must apply for an Approved Program Withdrawal.

Withdrawal

First, follow the steps enumerated above. Failure in courses will be recorded for students who do not withdraw in accordance with the procedures indicated.

Students should also note the following when considering application for withdrawal:

1. If you participated in spring pre-registration or room draw, the $100 credit on your account is forfeited. If you were granted a deferment voucher, you are still obligated to pay it.
2. Financial aid recipients should pay careful attention to the future eligibility consequences of withdrawal. Consult with the Financial Aid Office.
3. Students who withdraw and thereafter wish to return to Lake Forest College must reapply for admission to the College.
4. For information on refund eligibility consult the *College Bulletin*.
5. Students under Term Suspension are not permitted to withdraw from the College in order to avoid the recording of a suspension on the official College transcript.
6. **Medical Withdrawal** will only be considered if a student is advised by his or her attending off-campus physician or other appropriate healthcare professional to withdraw from all classes. Written application for Medical Withdrawal must be accompanied by a signed statement from the attending off-campus health care professional.



SECTION VII

GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973 with five objectives.

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels.
3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and administration.
4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administrators.
5. To establish clarity of authority, responsibility, jurisdiction and accountability.

The following represents the Governance plan as of August, 1981.

ARTICLE I

College Policies and Personnel

A. COLLEGE COUNCIL
   1. Duties:
      a. Advises the President.
      b. Considers problems and concerns brought to the Committee by any member of the faculty, student body, or administration who submits a written request to the Office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of College Governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, or student life, these recommendations must be referred to the appropriate committee for further study, reports or recommendations.
      c. Advises the President on budget priorities for the College.
      d. Supervises and promotes the effective operation of all organs of College Governance and acts as a court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its constitutional role.
      e. Acts on Amendments (Article VII, Part B) and forwards same to the Office of the President.

2. Composition:
   a. Four faculty members, three to be nominated by the academic divisions in rotation to serve staggered three-year terms, one to be nominated and elected by the faculty at large to a one-year term.
   b. The President of the Student Government.
   c. Three students to be elected from the student body at large (see Article VI.B.2.d for nomination procedures).
   d. The President, who serves as Chairperson, or the President's designee when the President is unavailable.
   e. The Dean of Students.
3. Procedures:
   The Council will not ordinarily meet in the President's absence, but in case of emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairperson.

B. FACULTY PERSONNEL POLICIES COMMITTEE
1. Duties:
   a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
   b. Through its Promotion and Tenure Sub-Committee, advises the President on specific cases of promotion and tenure.
   c. Advises the President on faculty appointments.
   d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.
   e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
   f. Appoints faculty members to the College Life Advisory Board and the Campus Program Board.
   g. Recommends faculty members for election to trustee committees. In making these recommendations, the FPPC should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
   h. Advises the President on the appointment or re-appointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.
   i. Advises the President on specific applications for leaves.
   j. Recommends faculty members for appointment to the Committee on Dispositions, Conduct Board, and Drug Hearing Board.

2. Composition:
   a. The Dean of Faculty, who is also a member of the Promotion and Tenure Subcommittee.
   b. Six Faculty members to be elected as follows:
      (1) Promotion and Tenure Subcommittee: three full professors on tenure (one to be elected each year), nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for re-election to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for re-election for a period equal to the time served. In no case shall two members of the same department serve on the Promotion and Tenure Subcommittee.

      (2) Should it occur that no untenured faculty is serving on the FPPC or elected to it, the member elected in that year (or if two are elected, the one chosen by the smallest number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a nontenured faculty member to the Committee.

   c. All eligible members of the standing Governance Committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the FPPC). If elected, the person must resign from his or her former subcommittee.
   d. Members of the Promotion and Tenure Subcommittee shall not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent, available, former Promotion and Tenure Subcommittee member should participate instead.
   e. The Committee shall elect its own chairperson.

C. LONG-RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS
1. Duties:
   a. Studies and formulates the academic long-range goals of the College and proposes means of achieving them.
   b. Monitors the policies of the Admissions Office and the Financial Aid Office.
2. Composition:
   a. Dean of Faculty.
   b. Three members of the full time faculty who teach on at least a half time basis, appointed by the President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time).
   c. Two students to be elected from the student body at large (see Article VI. B. 2. c).

d. The Faculty Personnel Policies Committee shall recommend to the President which member of the Committee shall serve as its chairperson.

3. Procedures:
   a. The Committee shall prepare a five-year master plan, setting forth its views of the College's academic goals and the ways and means of achieving them. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.
   b. It is expected that the Committee will bring into its discussions, for a comprehensive examination of various aspects of the College, appropriate personnel for extended periods of time, i.e. students, alumni, administrative officers and other faculty members.
   c. The Committee shall present an annual report to faculty, students, and the Trustees' Committee on Long-Range Planning.

ARTICLE II

Academic Life

A. ACADEMIC ADVISORY COMMITTEES TO DEPARTMENTS AND INTERDISCIPLINARY PROGRAMS.

1. Duties include advising departments and major committees on:
   a. Curriculum.
   b. Appointments.
   c. Department policies, procedures and activities.
   d. Academic honesty.
2. Composition:
   Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of Faculty to maintain in the Dean's office an accurate list of the members of the committees. In the case of departments or programs not offering a major (e.g. Religion, and the College Scholar Program), three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.
3. Procedures:
   a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendation to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Policies Committee.
   b. A meeting of the Department or Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year.
   c. The student chairperson or department may call a meeting.

B. ACADEMIC POLICIES COMMITTEE

1. Duties:
   a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee. Minor changes will be determined by the administration, discussed by College Council, and approved by this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of Faculty some discretionary authority in interpreting these rules. The Dean of Faculty is required to inform the Committee regularly of interpretations of academic policy in specific cases.
   b. Evaluates curricular recommendations made by departments and interdisciplinary committees.
   c. Advises the President on the distribution of faculty within the College.
   d. Establishes methods for regular student evaluation of courses.
   e. Clarifies the intent of academic policies and rules at the request of the Academic Appeals Board.
2. Composition:
   a. Six full time faculty members who teach on at least a half time basis (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).
   b. Three students to be elected from the student body at large (see Article VI. B. 2. c). While any student with a declared major may petition to run for APC, the Academic Advisory Committees in each division will be encouraged to make sure that there are candidates from their division.
   c. The Dean of Faculty.
   d. The Committee shall elect its own chairperson.
3. Procedures:
   a. Recommendations for curricular changes by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such a decision places the matter on the agenda of the Academic Policies Committee for discussion and action.
   b. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered at the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).

C. ACADEMIC APPEALS BOARD

1. Duties:
   a. Rules on cases in which students appeal the Dean of Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.
   b. Considers and acts on cases and appeals of academic suspension and dismissal.
   c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Boards's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
   d. Reports in detail to the Academic Policies Committee at least once per term.
   e. It is not the responsibility of the Academic Appeals Board to reconsider the judgments of either the Academic Honesty Board or the departmental review committees constituted to hear grade appeals.
2. Composition:
   a. Three faculty members, appointed by the President, on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
   b. The Dean of Faculty and the Registrar as non-voting members. The Registrar serves as Secretary of the Board.
   c. The Dean of Students, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.
3. Procedures:
   a. Students must present their appeal in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments, but can only be used to clarify points made in the written appeal.
   b. The Board shall give a written reply to students, informing them of the grounds for its decision.
   c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.

ARTICLE III

Student Life

A. COLLEGE LIFE ADVISORY BOARD

1. Duties:
   a. Considers and recommends policies and programs on health, food, housing, counseling services, career planning, campus activities, athletic programs, and athletic and recreational facilities.
   b. Mediates and suggests courses of action when problems arise with the *Stentor* and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the on-going success of the publication. Such recommendations are not subject to the veto power referred to in III.A.3.b.
2. Composition:
   a. The Vice-President of Student Government.
   b. Four students (three elected by the student body at large, one appointed by the Executive Committee).
   c. Two faculty members appointed by the Faculty Personnel Policies Committee.
   d. The Dean of Students.
   e. The Director of Campus Activities.
3. Procedures:
   a. The committee shall elect one of its student members as chairperson.
   b. Following formal consultation with the Dean of Students, the General Assembly may veto a recommendation of CLAB by a two-thirds vote. Such a veto must be placed on the General Assembly agenda within two class weeks of the date the CLAB recommendation was made.
   c. All recommendations of the committee are sent to the Dean of Students who may act on those recommendations within his/her authority and pass on any other recommendations to the President or other appropriate administrative officer.

ARTICLE IV

Student Government

A. Student Government will have at least the two following governing bodies: a General Assembly and an Executive Committee. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

1. GENERAL ASSEMBLY
   a. Duties:
      (1) The General Assembly shall have the right to veto a recommendation of CLAB by a two-thirds vote. It shall further have the right to veto a decision of the Executive Committee by a majority vote.
      (2) The Assembly shall elect three of its members to serve on the Executive Committee.
   b. Composition:
      (1) The delegates, who shall be elected on a representative basis from student constituents.
      (2) A representative from the Dean of Students Office, who shall be an observer.

2. EXECUTIVE COMMITTEE
   a. Duties:
      (1) Administers the affairs of Student Government.
      (2) Allocates the student budget.
      (3) Recommends students to the President of the College to serve on governance and trustee committees.
      (4) Makes student appointments.
   b. Composition
      (1) The President, Vice-President and Treasurer of the Student Government.
      (2) Three representatives elected from the General Assembly.
      (3) One student appointed by the Student Government President.
      (4) A representative of the Dean of Students Office (ex officio).

ARTICLE V

Communication

A. All minutes of standing committees shall be distributed to:
   1. all faculty members,
   2. the President, Dean of Faculty, Dean of Students, Assistant to the President, Associate Dean of Faculty, Dean of Admissions,
   3. all Head Residents for posting,
   4. the Library reserve section and the College archives,
   5. the Student Government officers,
   6. the Campus Activities Office for posting,
   7. all members of the committee which issues the minutes,
   8. chairpersons of all governance committees, and
   9. the *Stentor*.

B. Each governance committee chairperson is responsible for:
   1. designating a secretary, with the exception of the Academic Appeals Board,
   2. preparing the agenda for meetings,
   3. insuring the prompt distribution of minutes,

   4. calling meetings and notifying members,
   5. insuring that minutes are complete and prepared in the proper format, and
   6. reporting to the faculty and Student Government in the fall and spring.

C. Dissemination
   1. The Librarian shall keep complete files of all committee minutes.
   2. The Campus Activities Office shall post the minutes and reports of all committees in Commons.
   3. The Office of the President shall maintain an up-to-date "record" copy of the Governance system.
   4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
   5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
      a. committee and Student Government meetings, agenda, reports, and decisions,
      b. campus events, and
      c. statements by the President and other administrative officials.

D. Reporting
   1. All committees and administrative officers (i.e. the President, the Deans, the Dean of Admissions, Financial Aid, Development, and the Library) shall report to the faculty and students on their agenda and progress for the year early in the fall and spring terms.
   2. Student members of Governance committees shall report to the General Assembly of Student Government on their committee work in the fall and spring terms.
   3. Additional reports from committees may be requested for the faculty by the President of the College, or for students by the President of Student Government.

E. Registration
   1. All student organizations that identify themselves as Lake Forest College groups must register with the Campus Activities Office.

ARTICLE VI

General Procedures

A. Governance Committee Nomination and Election Details
   1. Number of votes per voter on nomination ballots.
      Voting faculty will be allowed to vote for up to ten percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to three candidates.

2. Eligibility for service on governance committee.
   All voting faculty, expected to be on campus in the year following the election, are eligible for nomination and election to governance committees.
3. Number of candidates to appear on election ballot.
   a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
   b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.
4. Elections to fill long and short term positions.
   The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.
5. Person(s) elected but unable to serve.
   The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.
6. Election to the College Council, the Faculty Personnel Policies Committee or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C.).
7. A faculty member on half-year leave is ineligible for service on a committee for the year of the leave.
8. Voting eligibility: those persons with voting privileges as defined in the *Faculty Handbook* are eligible to vote in Governance elections and run for Governance positions.

B. Elections
   1. Faculty elections shall take place, in order, as follows:
      a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee
         No later than the second week of spring term the Dean of Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.
      b. Academic Policies Committee
         No later than the fourth week of spring term, the Dean of Faculty shall circulate to the faculty, by division, a list of the full time faculty members who teach on at least a half time basis, in the same division, eligible for election to the Academic Policies Committee. Nomination and election will be

by secret ballot and will follow the procedures in VI.A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.

c. The College Council
   No later than the sixth week of spring term, the Dean of Faculty shall circulate to the faculty, in the division in which the three-year term vacancy occurs, a list of the faculty members, in that same division, eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division. Following the divisional elections, an at-large member shall be nominated and elected, by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

d. The Remaining Members of the Faculty Personnel Policies Committee
   No later than the eighth week of spring term, the Dean of Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.

2. Procedures for Student Elections
   a. No later than the end of the eleventh week in the fall term, all nominations by petition for President, Vice-President and Treasurer of Student Government must be presented to the Dean of Students, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the fourteenth week of the fall term.
   b. No later than the fourth week in the spring term, the Dean of Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.
   c. All nominations by petition for the student vacancies on the College Life Advisory Board, College Council, Long Range Planning Commitee for Academic Goals and the Academic Policies Committee must be submitted to the Dean of Students no later than the ninth week of the spring term.
   d. No later than the ninth week of the spring term, the Dean of Students (with the assistance of the Dean of Faculty) shall prepare the ballot and conduct an all-student election for the following positions:

(1) Three students to the College Council
(2) Three students to the Academic Policies Committee
(3) Three students to the College Life Advisory Board
(4) Two students to the Long Range Planning Committee for Academic Goals

e. No later than the second week of the fall term, the Dean of Students (with the assistance of the Student Government officers) shall arrange for elections to be held for delegates to the General Assembly of the Student Government.

f. Nomination or appointment to the College Council, Academic Policies Committee, the College Life Advisory Board, or the Long Range Planning Committee shall make a student ineligible for nomination or appointment to another of these committees.

g. All nomination petitions must consist of at least 25 full-time student signatures.

h. Terms of office
(1) The President, Vice-President, and Treasurer of Student Government, elected no later than the last day of November, shall take office no later than the last day of the fall term.
(2) The two weeks following the Student Government elections shall serve as a transitional period at the end of which the new Student Government Officers shall assume their duties.
(3) Delegates to the General Assembly and members of College governance committees shall serve from the start of the academic year until Commencement. These students are eligible for re-election or re-appointment.
(4) The Student Government President and Vice-President shall serve as ex-officio members of the College Council and CLAB consistent with their elected terms of office.
(5) The Academic Advisory Committees shall serve from the time of their election in the spring term until the following year's election.

j. Voting eligibility
(1) Each full-time student may cast one vote for each position on the ballot.
(2) Only full-time students are eligible to run for governance positions.
(3) Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.

3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	II	III
English	Economics &	Biology
Fine Arts	Business	Chemistry
Foreign Languages	Education	Mathematics &
Music	Politics	Computer Studies
Philosophy	History	Physics
Religion	Sociology &	Psychology
	Anthropology	

C. Vacancies
1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance it shall ensure that the vacancy is filled (within two weeks time) as follows.
a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)
b. Should a vacancy occur in an elected student position on a governance committee, the Student Government Executive Committee shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the FPPC or the Executive Committee of Student Government to recommend respective faculty or student appointees.

D. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.

E. Subcommittees
1. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.
2. A Subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

F. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.

G. The Dean of Students Office is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

H. The Dean of Faculty is responsible for conducting all student elections to the Academic Advisory Committees.

I. The President is ex officio a member of all committees.

ARTICLE VII

Ratification and Amendment Procedures

A. Ratification:
   1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
   2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Students.
   3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
   4. The Dean of Students shall announce the result of the faculty and student vote simultaneously.

B. Amendments:
   1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If ten percent of the student body or faculty by petition maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
   2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
   3. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.
   4. Amendments shall be deemed ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.

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EMERGENCY TELEPHONE NUMBERS

Campus Security	234-3100	Ext. 300
Police	234-2131	
Fire Department	234-2121	
Ambulance	234-2121	
Hospital	234-5600	
Health Center	234-6880	
Counseling Center	234-3100	Ext. 551

Most College offices are open Monday-Friday from 8:30 a.m.-12 noon, and 1:00 p.m.-5:00 p.m. Selected other schedules include:

CAFETERIA

Monday-Friday	Breakfast	7:30 a.m. - 9:00 a.m.
	Lunch	11:00 a.m. - 1:30 p.m.
	Dinner	4:45 p.m. - 6:30 p.m.
Saturday	Breakfast	8:00 a.m. - 9:00 a.m.
	Lunch	11:30 a.m. - 1:00 p.m.
	Dinner	5:00 p.m. - 6:00 p.m.
Sunday	Breakfast	9:00 a.m. - 11:00 a.m.
	Brunch	11:00 a.m. - 2:00 p.m.

CASHIER

Monday-Friday	8:30 a.m. - 12 noon
	12:30 p.m. - 4:00 p.m.

DONNELLEY LIBRARY

Monday-Thursday	8:00 a.m. - 12:00 a.m.
Friday	8:00 a.m. - 10:00 p.m.
Saturday	8:30 a.m. - 10:00 p.m.
Sunday	10:00 a.m. - 12:00 a.m.

HEALTH CENTER

Monday-Friday	8:30 a.m. - 12:00 p.m.
	1:00 p.m. - 5:00 p.m.
Appointments	9:00 a.m. - 12:00 p.m.
	1:00 p.m. - 3:00 p.m.

SNACK BAR

Monday-Friday	8:30 a.m. - 11:00 p.m.
Saturday	5:00 p.m. - 11:00 p.m.
Sunday	5:00 p.m. - 12:00 p.m.

SPORTS CENTER

Monday-Thursday	6:30 a.m. - 10:00 p.m.
Friday	6:30 a.m. - 9:00 p.m.
Saturday	8:30 a.m. - 5:00 p.m.
Sunday	8:30 a.m. - 8:00 p.m.

LAKE
FOREST
COLLEGE

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